027
R318R
1944/45

UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1944 to April 30, 1945

TO THE ADMINISTRATIVE COMMITTEE:

Sirs:

The Library has functioned in a more nearly normal and satisfactory manner this year than was possible in the preceding year. The Navy V-12 program has continued, but since the trainees' use of the Library is the same as that of civilians the additional work has been more a matter of numbers served than a difference in type of work or materials. It has continued to be a pleasure to work with the trainees. The difficulty experienced with the Navy program has been in the adjusting of work and vacations. Each of the six staff members is entitled to one month's vacation. In normal times such can be taken during the college vacation period. With the accelerated program no two staff members can be gone at the same time which results in the Library being undermanned for six months each year. This has interfered with the long range projects.

There have been two meetings of the Library Committee. (For personnel of this Committee, see Appended Sheet, no. 1) The book buying guide lines (See Appended Sheet, no. 2) were worked out and passed at the first meeting, while the second meeting was for the purpose of making the proposed budget for 1945-46.

The staff continues to cooperate with the faculty. Book reviews in periodicals, etc., second hand lists, subject bibliographies, and other sources of book purchase suggestions are studied by the staff, and suggested selections are referred to the interested faculty member on order cards. If the book is desired the latter signs the card, and rates the book. If not desired, he returns the card, with or without remarks. Frequently, he suggests another faculty member who might be interested when he is not.

A mimeographed list of the new books arranged by call numbers is sent out to members of the faculty at about two week intervals. If a professor desires to know when a book is ready for circulation, a note to this effect is made on the order card, and such notice is sent and the book is held at the loan desk for him. A selection of the new books ready for circulation is displayed each week.

THE LIBRARY OF THE
JUN 21 1945
UNIVERSITY OF ILLINOIS

A more detailed description of the work is given below.

PERSONNEL (See Appended Sheet, no. 1)

Dr. Donald C. Davidson who is still on military leave is at present stationed in the Philippines.

There were three changes on the staff this year. Fortunately, only one of these was a professional member. Mrs. Marion Brown was replaced by Miss Marjorie Knox as Secretary to the Librarian. Mrs. Muriel Mitchell, Clerical Circulation Assistant, was replaced by Mrs. Lillian Schandorff.

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Miss Grace V. Hoover, Serials Librarian, was called home the first of December by illness in her family. She was temporarily replaced by Miss R. Maud Ditmars (retired) formerly librarian of Colorado Woman's College. She is a graduate of the library school of the University of Denver. Miss Wilma Smith, who finishes her library training at the University of Michigan in June, has been elected to fill this position. She will begin her duties in August.

The student staff is composed of some exceptionally fine assistants. There are fifteen employed at the main library, and three at the University Hall station. During the past seven years the library services have been revolutionized by the addition of more full time professional and clerical staff members, and the curtailing of the student staff. The latter has been decreased from forty-five to fifteen at the main library. With the larger trained staff, it is now possible to instruct and supervise student assistants so as to make them a real asset in the clerical work, thus relieving the professional staff for professional duties.

THE COLLECTION, ACQUISITIONS, ETC. (See Appended Sheets, nos. 5, 6, and 7)

The inability to find books in print has greatly hampered the purchasing program. Short printing has made it impossible to secure even recent books, and the reprinting program of publishers has been greatly curtailed. The policy adopted at the beginning of the war period which emphasized the purchase of background materials and completing of periodical files has been continued. It has proved to be a wise measure as the money spent has been largely for materials of a permanent rather than of an ephemeral wartime nature. The library has experienced its greatest growth since moving into the present building in 1926 (See Appended Sheet, no. 3) so it can well be classed as a young library. During the first years it was necessary to purchase the books of immediate use for the courses offered. These are the books which quite often prove of only temporary value, thus the field of background material was largely neglected.

A very weak collection in American literature has been greatly augmented. Much source material for American history has been added. The field of Western literature has been especially emphasized this year until a course in that area could be offered with adequate supplementary reading available. As the race question is of increasing importance, much material of this nature has been added, as well as on anthropology in general. During the past several years the collection of books in the fine arts class has grown from practically nothing to a very good working collection. Professors Richard Beaman (on military leave) and Pratt Spelman have aided greatly in the selection. This year a great many were purchased as it is possible to secure these books while those in other subject fields are not available.

The Home Science Department came into being this past year. It was possible to purchase all the books requested to supplement the present courses offered, and to place subscriptions for several periodicals.

The Political Science Department has been strengthened by the completion

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The Political Science Department has been strengthened by the acquisition

of the set of REPORTS OF THE SUPREME COURT. These are valuable supplementary material in the course on constitutional law.

It has been possible to add many volumes of periodicals to our collection. In many instances short runs have completed a set. THE AMERICAN JOURNAL OF MATHEMATICS and THE JOURNAL OF AMERICAN FOLKLORE are two long runs which have been obtained. The latter is valuable in the fields of American literature, American history, and sociology. It is neither desirable nor necessary to complete all sets of periodicals. Whether or not a set is to be completed is determined by two considerations: Its inclusion in the periodical indexes subscribed to by the library, and its worth to the collection, as evaluated by the library staff and the professor of the respective subject fields. THE INTERNATIONAL INDEX TO PERIODICAL LITERATURE includes the more scholarly magazines in the various fields: Psychology, sociology, political science, history, literature, etc. This past year the magazines indexed therein have had the preference in the selection for backfile purchases. This year THE READERS' GUIDE TO NINETEENTH CENTURY PERIODICALS was published. The periodicals indexed were those of 1890 to 1900 which a group of reference librarians find the most used today. It was gratifying to note that the University library had a very large percentage of the titles indexed. All of those included were titles which, if still published, are continued in the indexing of THE READERS' GUIDE or THE INTERNATIONAL INDEX. Some of the library's incomplete sets for this period are being completed.

The Graduate History Guild, established as a donor of "source materials in history which otherwise the library could not afford to buy", was the work of Gordon Atkins and Dr. Earl Cranston. This year in addition to some valuable miscellaneous books, they purchased THE LETTERS AND WRITINGS OF THE MEMBERS OF THE CONTINENTAL CONGRESS, an eight volume set. The library had previously purchased the thirty-four volumes of THE JOURNALS OF THE CONTINENTAL CONGRESS. As the library has a good collection of government publications for this early period, such as AMERICAN ARCHIVES, THE AMERICAN STATE PAPERS, THE ANNALS OF CONGRESS, etc., and many of the writings of the founders of our government, there is adequate source material for masters theses if the proper subjects are chosen.

Miscellaneous personal gifts are listed on Appended Sheet, no. 7. Mrs. Elam J. Anderson gave to the library many of the books and periodicals from our late President's library. Mrs. Robert Watchorn presented the library with a set of THE NATIONAL CYCLOPEDIA OF AMERICAN BIOGRAPHY honoring the memory of Dr. Robert Watchorn and Dr. E. J. Anderson. Dr. Earl Cranston gave the library a large number of books and periodicals upon leaving the University. The periodicals were recorded last year. Dr. H. E. Marsh made a fine gift of a large number of magazines. Many of the books from the library of the late Professor Emeritus Harvey A. Collins were presented to the library. Two other generous donors were Mrs. Enid Higgins Gunter and Dr. and Mrs. Philip Loge. Miss Florence Billings continues as one of the library's good friends.

The faculty members are urged to give to the librarian on order cards suggestions for book purchases needed as supplementary material for immediate use, and for books which would be valuable as background or source material. These suggestions are not necessarily limited to his subject field. The first type of suggestion is for immediate purchase

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Miscellaneous personal gifts are listed on Appended Sheet, No. V. Mrs. Elton J. Anderson gave to the Library many of the books and periodicals from our late President's library. Mr. Robert Watkins presented the library with a set of THE NATIONAL CYCLOPEDIA OF AMERICAN BIOGRAPHY honoring the memory of Dr. Robert Watkins and Dr. E. J. Anderson. Dr. Earl Cranston gave the Library a large number of books and periodicals upon leaving the University. The periodicals were recorded last year. Dr. H. E. Marsh made a gift of a large number of magazines. Many of the books from the Library of the late Professor Emeritus Harvey A. Collins were presented to the Library. Two other generous donors were Mrs. Enid Higgins Gunther and Dr. and Mrs. Philip Lord. Mrs Florence Eskings continues as one of the Library's good friends.

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while the second type is held in an endeavor to purchase books on the remainder or second hand market, and to create a backlog for purchases from unexpended balances during the last three months of the fiscal year. The department which has been lax in building a backlog of suggestions suffers, as the book-buying guide lines are disregarded after April 1. It is the aim of the librarian to have at hand sufficient orders for background materials to continue quality buying to the end of the year rather than to spend funds hurriedly for poorly selected books, in an endeavor to have the book budget exhausted. With unexpended balances reverting to the general treasury at the end of the fiscal year, this latter tendency is too frequently practiced by libraries.

It is the policy to withdraw duplicate copies, lost and worn out books, as well as obsolete and worthless materials. This results in our statistics reflecting actual books on hand and representing a working collection.

The cooperation of the Board of Trustees, the Faculty, and the Librarians has brought our collection to its present status.

CLASSIFICATION AND CATALOGING (See Appended Sheet, no. 6)

Miss Charlotte Oakes, Catalog Librarian, is proving to be a very fine addition to the staff. In the past sixteen months she has become thoroughly acquainted with the library and its collection, and has organized her work so as to carry on long range and current projects simultaneously. During the July to October term it was possible to employ two student catalog typists for full time. This enabled the department to prepare for circulation the very large collection of books to be used as required readings in the humanities and to continue with the recataloging of Spanish literature. Mrs. Carlson was able to give considerable time to this project.

During the year there have been added some five hundred cross reference cards to the card catalog. These were especially needed for government entries as we are a depository for federal publications and the official entries for these are not readily located by the public.

During the summer of 1944 all the missing books of the inventory of 1943 were, again, searched, and such as were still missing were withdrawn. While the searching was done by the circulation department, the withdrawing was done by the Catalog Librarian.

Many of the gifts which have been accumulating during the past few years have been cataloged. Another cumulation which has been cared for is that of old government documents which have been on hand for many years. Some of these projects should have been completed long ago, and no doubt would have been, had it not been for the too frequent changes in catalog personnel.

The recataloging project is being continued, and the new filing code of the American Library Association is being studied. As alternative rules are given in the code, the staff hopes to make its decision on which rules to follow, and to begin refiling the cards in the catalog during the summer.

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SERIALS DEPARTMENT:

This has been the first complete year with a professional librarian in charge of serials, and it has afforded the opportunity for most profitable work. Prior to the appointment of a serials librarian, the periodical checking, shelving, and preparation for binding had been done by student assistants. Because of the limited professional staff these students did not have adequate supervision, and the periodical collection suffered thereby. Many volumes remained unbound because of one or more missing numbers. Frequently these numbers had never been received, but because they were not immediately reported new copies had to be purchased.

Miss Hoover did very good work in completing files, etc., but since she gave more than half her time to the circulation and reference work, there was still much to be done when Miss Ditmars took over the work in January. She has done a most excellent work in completing volumes, and preparing records for the purchase of backfiles of magazines. As she was on temporary appointment, it seemed better to permit her to give most of her time to serials rather than to do much reference work. This arrangement has justified itself in the organization of our serials into a better working collection.

This assistant, also, has charge of the checking of government documents. As we are a depository for federal publications this is quite a responsibility. The present system of checking has proved cumbersome. A new checking card has been worked out, and printed. Only a few entries have been made on these cards to date. The burden of this change will be assumed by Miss Smith in August.

The addition of this fourth professional assistant in the autumn of 1942 was a very profitable measure, for it has made it possible to give to the magazines, government publications, and other serial publications the necessary technical care to make them the valuable reference material they should be.

CIRCULATION AND REFERENCE (Appended Sheets, no. 4A and 4B)

The circulation and reference services are under the supervision of Mrs. Carlson. The Clerical Circulation Assistant, working under her supervision, has the responsibility of the loan desk, and the immediate supervision of the student loan desk assistants. This staff member has added greatly to the efficiency of the library services. For the past two years she was employed as a student assistant on full time, but with July 1, 1945, she will be a regular University appointee.

She and her staff charge and discharge books, file book cards, shelve books in the stacks and at the desk, keep circulation statistics, send overdue book notices, record fines, and do many other miscellaneous clerical tasks. They are to be commended on their fine services. They have carried a heavier load this year than last as they have serviced the reserves for second, as well as first, year humanities. This constitutes the required reading for some three hundred students for five hour courses. This is in addition to the circulation of all other reserves and stack books. Please note that the circulation statistics in appended sheets do

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not reflect these loans, if books are used in the library only. The charging of all books as they leave the stacks, which are open to all, has proved highly satisfactory, and continues to be the practice. If used in the library, circulation statistics for these are not recorded.

With the above clerical work being cared for at the desk, the professional staff member on floor duty has her time free for professional activities. Her first duty is to aid students and faculty in locating desired materials. As the staff believes the library has a definite teaching function, the policy is to teach students how to help themselves instead of getting the material for them. Several of the faculty are doing some very fine work in teaching the use of the library by the type of assignments made, and others by the direct teaching of the tools essential to the intelligent use of the library. The library staff cooperates in such projects to the best of its ability.

The Reference Librarian, also, has charge of the pamphlet and picture files. She arranges displays, such as new books, propaganda, etc. As each librarian sees books, pamphlets, periodical articles, etc., which would be of special interest to a member of the faculty, she sends him a note giving the necessary bibliographical information. This past year Mrs. Carlson was able to devote some little time to assisting with recataloging.

All professional staff members have some work in this department. Each works one night each week, and takes a turn in Sunday afternoon duty.

THE STAFF BEYOND THE WALLS:

The members of the staff have attended meetings of the California Library Association, the Southern District of the California Library Association, the Conference of College and University Librarians of Southern California, and the Los Angeles Regional Group of Catalogers. The Associate Librarian is secretary of the Conference of College and University Librarians, a council member of the College and University Section of the California Library Association, and chairman of the membership committee of the College and University Librarians of the Southern District of the California Library Association.

CONCLUSION AND RECOMMENDATIONS:

The University is to be commended for its change in policy in recent years regarding a library staff. For too many years the shortsighted policy of an understaffed library was followed. Randall and Goodrich, in their PRINCIPLES OF COLLEGE LIBRARY ADMINISTRATION (p. 105) state:

> A good book collection without a competent staff is like a gold mine worked by obsolete methods. Much of the precious ore remains in the ground. An efficient librarian obliged to administer a poor collection of material will be unhappy and as doubtful of success as a surgeon who must remove an appendix with a jack knife.

The staff needs an additional clerical assistant for the Catalog department. Catalog card typing is quite specialized and much of the catalog librarian's time is required in teaching student assistants who work only twelve hours a week. The frequent changes caused by the instability of student assistants is disheartening and uneconomical.

While the staff has been increased, and to very good advantage, there has been, until this past year, the unfortunate policy of underpaying the new members. This resulted in such frequent changes in staff that the library program has been greatly handicapped. There have been eight regular and interim catalog librarians in seven years. The library has insisted on certain professional and personal qualifications which have resulted in short time service as appointees have attracted other libraries which have held out greater financial and security inducements. It is hoped that the University will adopt a faculty salary schedule which will be an inducement to good candidates, and that the librarians will be given comparable rating with the teaching staff.

This measure is important as the next step in our development is a closer cooperation between faculty and library in an attempt to utilize our total library resources. Faculty members who know books, and can inspire students in their use; alert and intelligent librarians; and a good working collection of books are the essentials of a vital educational program. To secure librarians for this program, the University must be in a position to demand continued educational training. Such demands on an underpaid librarian cannot well be made.

The library realizes its responsibility in supplying educational aids. These include materials for visual education; mounted and framed pictures for class use and rental; recordings for music, physical education, speech, education, etc; and facilities for microfilm reading, etc. None of these, except a modest picture collection, can be developed at the present time because of lack of physical facilities. Again, these measures would necessitate a further increase in professional and clerical staff. These are projects for the near future.

Additional space for shelving is an urgent need. Available shelving space is estimated as sufficient for 68,500 volumes, while our present holdings are 67,645 volumes. By the addition of a few stacks and the building of shelves around the walls of the lower floor reading room, the government publications could be moved to this area. Their present location would then be available for the general book collection and bound periodicals. This would provide for about four years of normal growth. If this is done, it would be advisable to make an entrance from the lower stack floor into the librarian's office. This would not only facilitate the moving of the government publications, but would add greatly to the convenience of the staff in their daily work.

The librarians have enjoyed and appreciated the fine understanding and cooperation of the Administrative Committee during this interim period.

Respectfully submitted
Esther Hile
Esther Hile
Associate Librarian

## PERSONNEL

(As of April 30, 1945)

Donald C. Davidson, Librarian, July, 1941—
(On military leave after October 21, 1943)
Esther Hile, Associate Librarian, September, 1931—
(In charge after October 21, 1943)
Charlotte Oakes, Catalog Librarian, January 1, 1944-
Grace V. Hoover, Serials Librarian, October, 1943-December 3, 1944
Maude C. Carlson, Assistant Librarian, September, 1931-August, 1933; pro tem, April, 1943—,
R. Maud Ditmars, Serials Librarian; pro tem, January, 1945—
Marion Ashton Brown, Secretary to the Librarian, June, 1943-July, 1944
Marjorie Knox, Secretary to the Librarian, August, 1944--
Muriel Grant Mitchell, Clerical Circulation Assistant, September, 1943-July, 1944
Lillian Schandorff, Clerical Circulation Assistant, October, 1944—

## STUDENT ASSISTANTS

Anderson, Margaret
Armstrong, Betty
Boynton, Sylvia
Brown, Priscilla
Clark, Adeline
Cole, Carolyn
Cook, Kathleen
Ford, Eva
Hobart, Eleanor
Huckaby, Mary Jane
Humphrey, Ruth
Kenny, Jean
Kingsbury, Florence
Larson, Miriam
Livernash, Elva
Livers, Louise
Marshall, Leora
Martin, Gwen
Meyer, Ruth
Neil, Mary Lee
Pleasant, Marjorie
Powers, Bettie
Reed, Marjorie
Righter, Maribelle
Rowe, Mary
Schandorff, Ruth
Schuth, Erma
Shaw, Martha
Smithson, Evelyn
Sturtevant, Doris
Underhill, Inez
Van Wye, Elizabeth
Whaley, Peggy

## FACULTY—TRUSTEE LIBRARY COMMITTEE

| | |
|---|---|
| Mr. E. M. Cope, Chairman | (Trustee) |
| Dr. L. W. Hattersley | (Trustee) |
| Dr. Fred J. Sales | (Faculty) |
| Dr. Caroline Mattingly | (Faculty) |
| Dr. George Hollenberg | (Faculty) |
| Dr. Floyd C. Wilcox | ex officio |
| Miss Esther Hile, | ex officio |

# LIBRARY BUDGET

July 1, 1944 - June 30, 1945

| | With Navy | Without Navy |
|---|---|---|
| Books | 8550.00 | 8550.00 |
| Equipment | 300.00 | 300.00 |
| Supplies | 925.00 | 825.00 |
| Student Assistants | 5500.00 | 4500.00 |
| | 15275.00 | 14175.00 |

## BOOK BUYING GUIDE LINES

Subject field items:

| | |
|---|---|
| Art | 150.00 |
| Astronomy | 40.00 |
| Botany | 75.00 |
| Californiana | 100.00 |
| Chemistry | 150.00 |
| Economics | 250.00 |
| Education | 270.00 |
| English | 400.00 |
| French | 40.00 |
| Geology | 90.00 |
| German | 60.00 |
| Gk.-Latin | 50.00 |
| History | 400.00 |
| Home Science | 200.00 |
| Mathematics | 75.00 |
| Music | 200.00 |
| Philosophy | 200.00 |
| Physical Education | 60.00 |
| Physics | 200.00 |
| Political Science | 175.00 |
| Psychology | 210.00 |
| Religion | 200.00 |
| Sociology | 175.00 |
| Spanish | 55.00 |
| Speech | 75.00 |
| Travel | 100.00 |
| Zoology | 100.00 |
| | 4100.00* |

General items:

| | |
|---|---|
| Biography | 150.00* |
| Continuations | 750.00 |
| General | 200.00* |
| Gov't. documents | 300.00 |
| Periodicals | 2750.00 |
| Subscriptions | |
| Backfiles | |
| Replacements | |
| Binding | |
| Reference | 450.00* |
| Replacements | 200.00* |
| Unassigned | 289.00* |
| | 5089.00 |
| Grand total —— | 9189.00 |

This grand total exceeds the 8550.00 appropriation for books by 639.00 but all * allotments are on the basis of list price.

VOLUMES ADDED TO THE LIBRARY EACH YEAR

| Year | Number |
|---|---|
| 1910-11 | 1680* |
| 1911-12 | 0 |
| 1912-13 | 482 |
| 1913-14 | 203 |
| 1914-15 | 591 |
| 1915-16 | 502 |
| 1916-17 | 261 |
| 1917-18 | 371 |
| 1918-19 | 309 |
| 1919-20 | 508 |
| 1920-21 | 1344 |
| 1921-22 | 871 |
| 1922-23 | 1254 |
| 1923-24 | 2025 |
| 1924-25 | 1670 |
| **1925-26 | 2320 |
| 1926-27 | 3076 |
| 1927-28 | 3912 |
| 1928-29 | 3509 |
| 1929-30 | 3919 |
| 1930-31 | 4503 |
| 1931-32 | 3053 |
| 1932-33 | 4687 |
| 1933-34 | 2536 |
| 1934-35 | 2014 |
| 1935-36 | 2782 |
| 1936-37 | 2384 |
| 1937-38 | 2331 |
| 1938-39 | 4028 |
| 1939-40 | 2775 |
| 1940-41 | 3400 |
| 1941-42 | 3100 |
| 1942-43 | 2898 |
| 1943-44 | 3502 |
| 1944-45 | 2834 |
| Total | 75,634 |

* Many of these were books belonging to the faculty and should not have been accessioned. Later they were withdrawn.

** Moved into new library building in February, 1926.

## *CIRCULATION
May 1, 1944-April 30, 1945

| Kind of book | 000 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | B | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 181 | 1286 | 1404 | 3332 | 204 | 753 | 643 | 1902 | 4439 | 1828 | 135 | 16107 |
| 7 day | 19 | 276 | 381 | 715 | 5 | 42 | 120 | 61 | 278 | 188 | 4 | 2089 |
| Reserves | 24 | 285 | 767 | 667 | 12 | 404 | 276 | 605 | 1540 | 1218 | 15 | 5813 |
| Totals | 224 | 1847 | 2552 | 4714 | 221 | 1199 | 1039 | 2568 | 6257 | 3234 | 154 | 24009 |

### REGULAR SESSION

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 179 | 1277 | 1389 | 3280 | 203 | 750 | 634 | 1865 | 4403 | 1813 | 135 | 15928 |
| 7 day | 19 | 272 | 381 | 701 | 5 | 42 | 119 | 61 | 278 | 188 | 4 | 2070 |
| Reserves | 23 | 283 | 767 | 636 | 12 | 404 | 275 | 605 | 1540 | 1214 | 15 | 5774 |
| Totals | 221 | 1832 | 2537 | 4617 | 220 | 1196 | 1028 | 2531 | 6221 | 3215 | 154 | 23772 |

### **VACATION PERIODS

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 2 | 9 | 15 | 52 | 1 | 3 | 9 | 37 | 36 | 15 | | 179 |
| 7 day | | 4 | | 14 | | | 1 | | | | | 19 |
| Reserves | 1 | 2 | | 31 | | | 1 | | | 4 | | 39 |
| Totals | 3 | 15 | 15 | 97 | 1 | 3 | 11 | 37 | 36 | 19 | | 237 |

### AVERAGE DAILY CIRCULATION

| | Regular Session | Vacation Period |
|---|---|---|
| 14 day | 51.54 | 3.19 |
| 7 day | 6.69 | .339 |
| Reserves | 18.68 | .696 |

Regular Session....309 days
***Vacation Periods....56 days

Total 365 days

*As the library has open stacks these statistics do not include the books (general or reserves) used in the library

**Time between terms and holidays, total of 56 days (Library closed Sundays, July—October, 1944)

***Due to Navy regulations no legal holidays were observed except Christmas and Memorial Day

CIRCULATION (continued)

INTER-LIBRARY LOANS

| NAME | BOOKS BORROWED | BOOKS LOANED |
|---|---|---|
| A. K. Smiley Public Library | 123* | 3 |
| California State Library | 2 | |
| Claremont Colleges Library | 1 | |
| Harvard University Library | 1 | |
| Indiana State Library | 2 | |
| Los Angeles County Museum | 1 | |
| Los Angeles County Library | 1 | |
| Los Angeles Public Library | 9 | |
| New York State Library | 1 | |
| New York University Library | 1 | |
| Occidental College Library | 1 | |
| Ohio University Library | 1 | |
| Pan American Union | 1 | |
| Pennsylvania State Library | 1 | |
| Riverside Public Library | 3 | |
| San Bernardino County Library | 87* | |
| University of California-Berkeley | 1 | |
| University of California-Los Angeles | 5 | |
| University of Southern California | 5 | |
| Stanford University Library | 1 | |
| Wisconsin University Library | | 1 |
| | 248 | 4 |

*Practically all these were juvenile books used in the study of juvenile literature.

# ACCESSIONS 1944-45

## BOOKS

| | | | |
|---|---|---|---|
| Volumes accessioned to April 30, 1944 | | 72,800 | |
| Volumes added by gift ..... | 363 | | |
| Volumes added by purchase ..... | 1,579 | | |
| Bound periodicals added..... | 589 | | |
| Gov't. documents accessioned..... | 277 | | |
| Withdrawn volumes returned..... | 14 | | |
| Old books on hand ..... | 6 | | |
| Theses..... | 6 | | |
| Total..... | | 2,834 | |
| Total number accessioned to Apr.30,1945 | | 75,634 | |
| Total number withdrawn to Apr. 30,1945 | | 7,989 | |
| Total number on hand April 30,1945 | | | 67,645 |

## PAMPHLETS

| | | | |
|---|---|---|---|
| Pamphlets on hand April 30, 1944..... | | 36,385 | |
| Number of pamphlets added: | | | |
| Government documents..... | 1,642 | | |
| Information file..... | 545 | | |
| Miscellaneous classification..... | 494 | | |
| Total..... | | 2,681 | |
| Total..... | | 39,066 | |
| Number of pamphlets withdrawn..... | | 47 | |
| Total number on hand April 30,1945 | | | 39,019 |

## PERIODICALS (currently received)

| | By subscription | By gift | Gov't.(gift) | Total |
|---|---|---|---|---|
| Magazines: | 359 | 87 | 54 | 500 |
| Newspapers: | 12 | | | 12 |

## COLLECTION BY TYPE

| BOOKS | | PAMPHLETS | |
|---|---|---|---|
| General books | 50,558 | Information | 9,287 |
| Bound pdl's. | 10,750 | Classified | 4,268 |
| Fed. docs. | 5,751 | Fed. docs. | 22,733 |
| State docs. | 586 | State docs. | 2,731 |
| Total on hand | 67,645 | Total on hand | 39,019 |

## CLASSIFICATION AND CATALOGING
May 1, 1944 -- April 30, 1944

### NUMBER OF BOOKS ADDED IN EACH CLASS

| Class no. | Name of class | Gov't. docs. | General | Total |
|---|---|---|---|---|
| 000 | General works: Encyclopedias, etc... | 2 | 55 | 57 |
| 100 | Philosophy, psychology, ethics..... | | 128 | 128 |
| 200 | Religion, Bible, etc..... | 3 | 170 | 173 |
| 300 | Sociology, economics, education,etc.. | 107 | 483 | 590 |
| 400 | Philology..... | | 38 | 38 |
| 500 | Science..... | 19 | 126 | 145 |
| 600 | Useful arts..... | 25 | 169 | 194 |
| 700 | Fine arts..... | | 244 | 244 |
| 800 | Literature..... | | 365 | 365 |
| 900 | History, travel, biography, etc..... | 43 | 432 | 475 |
| | Totals..... | 199 | 2,210 | 2,409 |
| | Pamphlets cataloged (unaccessioned). | 339 | 112 | 451 |
| | Books recataloged..... | | 545 | 545 |
| | Grand total.... | 538 | 2,867 | 3,405 |

## GOVERNMENT DOCUMENTS
May 1, 1944-April 30, 1945

The following report indicates the total number of federal and state documents now available for use. All document series have been entered in a permanent checking record and have cards in the catalog and shelf lists.

ACCESSIONED:

| | | | |
|---|---|---|---|
| Federal Documents:. . | | | |
| On hand May 1, 1944. . . . . | 5,887 | | |
| Cataloged. . . . . | 192 | | |
| Total. . . . . | 6,079 | | |
| Withdrawn. . . . . | 328 | | |
| Total on hand April 30,1945 | | 5,751 | |
| State Documents: | | | |
| On hand May 1, 1944. . . . . | 674 | | |
| Cataloged. . . . . | 7 | | |
| Total. . . . . | 681 | | |
| Withdrawn. . . . . | 95 | | |
| Total on hand April 30,1945. | | 586 | |
| Total Fed. and State doc.. . . . . | | | 6,337 |

UNACCESSIONED:

| | | | |
|---|---|---|---|
| Federal Documents: | | | |
| On hand May 1, 1944. . . . . | 21,205 | | |
| Cataloged. . . . . | 323 | | |
| Added (Serials Department). . . . . | 1,213 | | |
| Total. . . . . | 22,741 | | |
| Withdrawn. . . . . | 8 | | |
| Total on hand April 30,1945 | | 22,733 | |
| State Documents: | | | |
| On hand May1, 1944. . . . . | 2,660 | | |
| Cataloged. . . . . | 16 | | |
| Added (Serials Department). . . . . | 90 | | |
| Total. . . . . | 2,766 | | |
| Withdrawn. . . . . | 35 | | |
| Total on hand April 30,1945 | | 2,731 | |
| Total Fed. and State Doc,April 30,1945. | | | 25,464 |
| GRAND TOTAL OF FED. AND STATE DOC., April 30,'45 | | | 31,801 |

GIFTS 1944—45

In addition to gifts as listed below the library has received similar items as gifts from institutions, societies, etc.

| NAME | BOOKS | PAMPHLETS | PERIODICALS |
|---|---|---|---|
| Abbott, Dr. C. H. | 4 | | |
| Albert, Dr. O. W. | 5 | | |
| Allen, Mertie B. | 4 | | |
| Anderson, Dr. and Mrs. E. J. | 244 | 41 | 103 |
| Billings, Florence F. | | 24 | 3 |
| Carroll, John S. | | 4 | |
| Claremont College Library | 1 | | |
| Clark, Arthur H. | 1 | | |
| Collins, A. H. | 93 | 5 | |
| Cortner, George P. | 2 | | |
| Cranston, Dr. Earl | 56 | | |
| Donaldson, Mrs. R. N. | 6 | 1 | |
| Garrett, W. A. | 16 | | |
| Geidt, Harold | 12 | | 2 |
| Gunter, Mrs. Enid Higgins | 43 | | |
| Hendershot, Dr. Clarence | 14 | | |
| Hill, Prof. Edith A. | 6 | | |
| Hyma, Dr. Albert | 1 | | |
| Klausner, Dr. Neal W. | 18 | | 1 |
| Kovach, N. A. | 3 | | |
| Loge, Mrs. Phillip | 38 | | |
| Marsh, Dr. H. E. | | | 633 |
| Mattingly, Dr. Caroline | 8 | | |
| Nichols, Dr. E. R. | | 2 | |
| Orton, Dwayne | 7 | | |
| Phillips, Marion | | 1 | |
| Raymer, Dr. Robert | 1 | | |
| University of Redlands Book Club | 6 | | |
| Recks, Olive | 2 | | |
| Richberg, Donald R. | 1 | | |
| Saunders, B. | 1 | | |
| Silver, Mrs. Fern | 1 | | |
| Soltau, Dr. David | 2 | | |
| Watchorn, Mrs. Robert | 34 | | |
| Woodrow, Prof. Harold W. | 1 | | |
| | 631 | 78 | 742 |

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UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1945 - April 30, 1946

TO THE PRESIDENT:

Annual report time is usually an occasion for introspection. This critical examination of the year's work is the best reason for writing a report. Of course, the annual summary also advertises accomplishments, needs, and plans. As the writer has been back at his desk from military service only two months he finds it less difficult than usual to attain detachment from the record. The members of the staff can regard their year's work with a quiet pride befitting the solid results. It has been a pleasure to return to a long-desired situation wherein major internal problems of cataloging and refining the collections have been overcome, leaving only "minor mopping up operations". Now that we are close to being masters rather than slaves of the machinery, our problems are those of creative service.

The library rarely has known a "normal" year. In 1945-1946 it concluded a period of war-time operation and service to a Navy V-12 unit, and began adjusting to mirror the needs of a peace-time curriculum. When I look out at the academic situation and at our business relations, I seem to find stimulatingly unsettled conditions in both directions. What the library does depends on institutional objectives, and how well it does it depends in part on its relations with the book trade and other libraries. These unsettled conditions in the institution are the entirely healthy signs of growth to be expected under new pressures of interest on the part of students, as well as of the movements in colleges and universities throughout the nation to improve the patterns of instruction.

This spring marked the twentieth anniversary of the move into the present building. During the two decades the collection has acquired 63,997 volumes (see Appended Sheet no. 3). It is noted that some 8000 books were withdrawn during that period. At the present rate of growth the book storage space will be filled in three to four years—and now every feasible space has been used for shelving. Limited though this reserve is, we are more fortunate than many colleges. Minor building alterations would be desirable. Sound proofing is needed, as is one private office.

A major accomplishment of the past year was the removal of the government publications from the stacks under the lobby to new wooden shelving in the basement reading room. This adjustment was necessary to permit continued increases in the size of the book collection. An incidental sidelight on the scope of this undertaking is furnished in the record of student time required to make the shift: It took 602 hours, which drained $452.10 from the student help budget. Records of the planning and supervising hours of the professional staff were not kept. The doorway, cut the same year from the lowest stack level through to the office, permitted the use of book trucks and made the transfer possible. Ultimately, it is hoped, the government publications will not be kept separately, but will be shelved alongside other publications in one stack area. This is impossible in the present building. Additions to shelving in the periodical room also were made, allowing transfers of material to accommodate a growing reference collection. The Freeman collection of Lincoln materials was shelved in with the general collection, in the interests of unity and usefulness.

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The Trustee-Faculty Library Committee had its normal two meetings. The fall meeting considered the allocating of the book budget, and the spring meeting discussed the budget for the next year. Personnel of the committee is listed on Appended Sheet no. 2. The library staff feels fortunate in having had the cooperation of this group. The interim Administrative Committee and the new President have always seemed to find time to give thoughtful consideration to current and future problems of the Library. As usual, the Business Office has eased our load in many ways.

PERSONNEL (See Appended Sheet no. 2)

There were few staff changes during the year. The appointment of Miss Wilma Smith as Serials Librarian was noted in the last annual report. She joined the Staff August 1. The library staff enjoyed working with Miss R. Maud Ditmars, retired librarian of Colorado Women's College, who served temporarily in that position for seven months.

Miss Esther Hile, Associate Librarian, was in charge for the two and a half years of the Librarian's absence. My appreciation of her for doing this, and of the way she did it, is hard to measure in words. A good job done.

A Redlands graduate, Mrs. Sue Ellen Pickett Fowler, began working full-time as Catalog Typist on March 4, on the student assistant budget. While this addition to our staff is an expedient, it is hoped that continued recommendations for a full-time typist will be approved, and that Mrs. Fowler will be employed on the regular payroll.

Thirty-nine student assistants capably performed various functions at different times during the year. During the spring term the normal number was 19, 9 in circulation, 3 at the University Hall station, and 7 in other departments. The turnover was somewhat greater this year, but not great enough to impair efficiency to an unusual degree.

THE GROWTH OF THE COLLECTION (See Appended Sheets nos. 5, 6, and 7)

The difficulties in getting books have continued, and prices are on the rise. Publishers run out of stock rapidly, and reprint academic items far more rarely than they formerly did. Mistakes continue to be made by inexperienced personnel in the trade. Such matters increase our clerical work, and the average time between the receipt of a recommendation from a faculty member and the receipt of the book may be said to have doubled.

A greater percentage than usual of books published during the war years was less suitable for a college library. Accordingly, the emphasis on filling in runs of series and periodicals was continued. The back volumes of periodicals indexed in READERS' GUIDE TO PERIODICAL LITERATURE were strengthened; future needs in this basic area are incidental. The more technical journals indexed in the INTERNATIONAL INDEX TO PERIODICALS were augmented to a greater degree, and more needs to be done. Magazine resources in psychology were emphasized.

Librarians of institutions of this type seem to feel no annual report is complete without mention of a few of the sets which have been acquired. In a spirit of conforming the following might be recorded: THE WRITINGS OF GEORGE WASHINGTON, 39 volumes; THE WORKS OF ALEXANDER HAMILTON, 12 volumes;

THE COMPLETE WORKS OF CHARLES SUMNER, 20 volumes; and THE WORKS OF EDMUND BURKE, 12 volumes. Requiring more effort to locate, and of a more diverse research use, were some 60 volumes of the BULLETINS OF THE UNITED STATES NATIONAL MUSEUM (Smithsonian Institution).

Donors during the last year contributed materially to the growth of the collections. Faculty members, both active and retired, whose names appear on Appended Sheet no. 7, were the source of half the books given, and of the majority of pamphlets and magazines. Books from the library of the late Professor Fredarieka Green were donated by her family. Mrs. Tamar Gray Cole of Monrovia gave generously from her personal library of general literature.

While the library has always preserved materials of interest to the history of the University, at times this has been exceedingly haphazard. A start has been made on a definite program of filling in gaps. A vertical file for ephemeral material of this type has been on order for some time, and when received will be kept in the vault. Similarly, historical records of the library itself are being unified and organized.

Procedures in building the collection have not altered. Now that the pressures of war-time loads have been eased, it is anticipated that there will be an even greater cooperation of faculty and library in selecting books. A critical reexamination of our policies is needed, however. Up to the present the aim has been to build an undergraduate collection. Many gaps remain to be filled but the stock, I feel now, is on a sound basis. Additions for research purposes in graduate work should be made according to a plan adjusted to relatively limited finances, and to the anticipated graduate program.

It is also time for us to find some limited field in which we could work toward building an outstanding collection; this is an obligation of any library which has reached our present stage of development. The choice should be made partly on institutional aims and partly on what plans are made cooperatively among academic libraries in Southern California.

CLASSIFICATION AND CATALOGING (See Appended Sheet no. 6)

The Catalog Librarian, Miss Charlotte Oakes, reports a stimulating and busy year. The availability of a full-time typist has already been mentioned. During the summer months of 1945 only one student typist could be found to assist on a full-time basis; in previous summers there had been at least two. Having a full-time typist on a more regular basis has aided in the planning for long-range and current work in cataloging and classification. The output possible is measured by the arrangements made to do the clerical work of the department.

During October the Catalog Librarian and two student assistants aided in the moving of the government documents and readjusting of the bound periodicals. Little regular cataloging work was done while this was in process. This necessity constitutes a reminder that our staff is not rigidly departmentalized. In major projects such as this, and in the regular staffing of the reference desk, the professional librarians all do their share, regardless of the individual's theoretical

responsibility in the organization.

Each annual report of the American Historical Association contains many different articles and reports. During the year the analyzing of our run of these was completed. This means that the materials in the report now catch the eye of the searcher in the public catalog. A project such as this exemplifies the part the Catalog Department plays in improving the catalog as a guide to materials in hand.

The library currently receives over 500 periodicals, and has volumes of many others which have ceased publication. Here again, it has been desired to have these appear in the public catalog. Work in typing cards and acquiring printed cards is in process. It is hoped to complete this work next year.

A goal for the year had been the completion of the refiling of the public catalog. The need for this had been pointed up by the publication of the American Library Association's RULES FOR FILING CATALOG CARDS in 1942. Other demands on time made it necessary to reset this project as a goal for the coming year.

The above mentioned projects are over and above the routine work of the department. New items cataloged during the year totalled 2619. In addition, 419 books were recataloged. When the 300 (Social Sciences), B (biography), 820 and 840 (English and French Literature) classes are overhauled sometime in the next few years the recataloging program will have been completed.

SERIALS DEPARTMENT

Miss Wilma Smith, a graduate of the University of Michigan Library School, has carried forward the work with periodicals, government publications and continuations in a very efficient manner. In all these areas of growth and use the division of work which enables the fourth professional staff member to concentrate on serials has justified itself. Miss Ditmars is also to be congratulated for the results of her months with us.

In periodicals, gaps in files have been completed and missing issues acquired to permit the preparation of volumes for the bindery. The character of the work done with periodical backfiles has already been indicated. The whole process of checking in current periodicals has run smoothly. A rearrangement of current magazines into subject fields is not as easy as it sounds to a non-librarian. The beginning of this rearrangement has been made. A study of our periodical list indicates that the selection seems fairly well-balanced between departments.

A major task in government publications, beyond the daily checking and decisions on new materials, has been the transferring of records from inherited, unwieldly volumes to a more efficient system on cards. The work is not yet completed.

The third type of serials is composed of series published by scholarly and other organizations and publishers. The serials librarian has spent time in filling in gaps here. One example among many is a current emphasis on University of California publications in life sciences.

The library is now recording 522 periodicals and 14 newspapers. The breakdown of these is on Appended Sheet no. 5.

CIRCULATION AND REFERENCE (Appended Sheets no. 4 A and 4 B)

One of my first impressions on returning was that students were relying more on the staff for assistance in solving their problems. This continues to appear true. It is now a well-established tradition to have a staff member on duty at all times to serve the reference function of teaching library use. Mrs. Maude C. Carlson has carried the main burden in reference work. Somewhat more, too, is being done in the way of drawing the attention of the faculty to materials and problems. In neither of these directions are we doing as much as we would like.

The records of circulation for the past year show an average daily circulation of "14 day" books over 36 percent greater than that of the previous year. This is the best indication of increased use in public departments. Among the reasons are differences in enrollment, and the general seriousness of the veterans. These statistics are only of books taken from the library for more than a day, and do not include materials used in the library.

At the beginning of the second semester the demands made on reserves by large classes in the humanities created an extremely heavy load on the circulation desk. For a period other work, such as shelving, was delayed until additional student help was available. The desk reserve system makes it difficult to keep records of circulation of reserves. It can be done but we have not felt that the expenditure of time justifies the effort. Library records should be kept at a minimum, and other circulation statistics indicate trends. Mrs. Lillian Schandorff is in charge of the routine of circulation.

Exhibits of the new books, sample periodicals, government publications, new pamphlets and propaganda material have been part of the service of this department. A new six panel display board offers one opportunity for more effective methods of display.

The participation of all staff members in the staffing of the reference desk has continued. This is necessary, of course, but it is also a relationship needed by each staff member in order to keep in touch with the demands of library users, and then, to adjust behind-the-scenes activities to such needs.

BEYOND THE WALLS

The staff has shown its interest in the profession by attendance at meetings of the Conference of College and University Librarians of Southern California, the district meeting of the California Library Association, and the men librarians' discussion group of Southern California. Miss Hile has served as secretary and vice-president elect of the first mentioned, as a member of the council of the college and university section of the California Library Association, and as membership chairman of the southern district of the preceding group.

The librarian had an article in GREATER AMERICA: ESSAYS IN HONOR OF HERBERT EUGENE BOLTON, University of California Press, 1945, and wrote a

book review for the HISPANIC AMERICAN HISTORICAL REVIEW.

The University's contribution to building up war devastated libraries was made to Philippine libraries. Duplicates of textbooks and classics, withdrawn from the collections, plus duplicate gifts and special donations by faculty were crated and sent. Since the initial group was sent, periodicals and more books become available and are being prepared for shipment by the Student Public Affairs Commission.

CONCLUSION AND RECOMMENDATIONS

As this report is written there are five professional staff members, four of whom are on regular appointments. The American Library Association, in its concern for establishing minimum standards, recommends five as a minimum professional staff for an institution with our service load. Formulas acceptable to librarians of colleges and universities throughout the country were drawn up in 1943 (CLASSIFICATION AND PAY PLANS IN INSTITUTIONS OF HIGHER EDUCATION). On all bases but size of staff the library met the minimum standards formulated in this publication. The number of volumes in the library is comfortably over what was thought a minimum. The budget expenditures are satisfactory. We are open a third more hours than indicated. The ratio of professional to clerical time is not out-of-line. The education and experience of the staff members is above par. This comparison with a technically evolved pattern, we feel, adds force to our recommendation that the professional staff be stabilized at five members. Many of the recommendations which follow will be possible only with this minimum staff.

Working directly with students and faculty in making the library a more effective teaching tool is the activity in which we are most interested. Expansion in teaching the use of the library, both in orientation weeks and in work with specialized groups, is needed. The English department has done a great deal along this line in the last few years in introductory courses, but the library staff has a responsibility to expand group instruction in library use into other fields. Individual instruction given as problems arise is increasing, as has been noted. Graphic methods of explaining the library are among desirable improvements; displays and signs are examples.

The following quotation from COLLEGE AND UNIVERSITY LIBRARIES AND LIBRARIANSHIP, a publication of American Library Association, 1946, will be kept in mind in our study of book buying policies:

> It is probable and desirable, that in the library of the future, large or small, there will be more emphasis on selecting books and promoting their use and less in collecting them. This may indeed be the distinguishing characteristic of postwar academic librarianship.

The desirability of a close correlation between institutional objectives and the building of the collections might be mentioned again.

The library stands ready to assume responsibility for servicing visual and auditory supplements to the book, and these will probably be used more extensively. Our one beginning in this expanded idea of library materials,

the picture file, has had some additions during the year. Library principles of selection and organization are readily adaptable to the servicing of audio-visual materials. This ultimately could include loans of pictures and phonograph records for personal as well as for classroom use.

In many phases of the work of the library close faculty cooperation is essential. For this reason I have recommended that a new committee of faculty members be formed to advise with the library staff. The present Trustee-Faculty Library Committee, as established in the by-laws, concerns itself primarily with finances. We have hesitated to call this group together for discussion and examination of matters of a purely academic nature. Each division should have a member on the proposed advisory committee to give a better-balanced representation of faculty opinion.

Regional cooperation is something in which we should take an active part. Cooperative buying and cataloging have been tentatively proposed for the region. A union catalog for Southern California, showing which libraries have what books, will probably be the first project to come to the fore. The question of the usefulness of such a finding list to us depends on the prospective use, mainly by faculty. This will be investigated.

Next year's work will probably follow familiar patterns. In addition, the year should be a period of cooperative study and planning of services and growth of the collections with some acceleration of improvement.

Respectfully submitted

Donald C. Davidson

Donald C. Davidson
Librarian

MK

# PERSONNEL

(As of April 30, 1946)

Donald C. Davidson, Librarian, September, 1941-
~~(On military leave October 21, 1943-March 1, 1946)~~
Esther Hile, Associate Librarian, September, 1931-
~~(In charge October 21, 1943-February 28, 1946)~~
Charlotte Oakes, Catalog Librarian, January, 1944-
Maude C. Carlson, ~~Assistant Reference Librarian,~~ Bibliog.
September, 1931-August, 1933; ~~pro tem,~~ April, 1943-
Wilma Smith, Serials Librarian, August, 1945-
~~E. Maud Ditmars, Serials Librarian, pro tem, January, 1943-July 31, 1945.~~
Marjorie Knox, Secretary to the Librarian, August, 1944-
Lillian Schandorff, Clerical Circulation Assistant, October, 1944- Sept. 1946.
Sue Ellen Fowler, Catalog Typist, March 1, 1946-

Lib'rn elect

B. Stone Cat. Typ. Date

Ro Martha Frankl Date? PISK

## STUDENT ASSISTANTS

| | | |
|---|---|---|
| Akin, Patricia | Hobart, Eleanor | Righter, Maribelle |
| Armstrong, Betty | Kadelbach, Margaret | Rogers, Lucile |
| Barcus, Dorothy | Kingsbury, Florence | Schandorff, Ruth |
| Boettger, Shirley | Knight, Lois | Schuth, Erma |
| Boggs, Lenicia | Long, Marilyn | Shaw, Martha |
| Brown, Edith | Marshall, Leora | Shirey, Barbara |
| Brown, Priscilla | Matson, Anne | Shoenberger, Jim |
| Dulin, Mary Lou | Miller, Max | Sillars, Malcolm |
| Dunn, Morrisontine | Nakahara, Takako | Smith, Annabelle |
| Dykstra, Peter | Neil, Mary Lee | Smith, Marian |
| Erickson, Jean | Pearson, Phyllis | Smithson, Evelyn |
| Fisher, Luella | Reed, Miriam | Taylor, Josephine |
| Gilson, Winifred | Rice, Charlene | Wada, Helen |

## FACULTY-TRUSTEE LIBRARY COMMITTEE

| | |
|---|---|
| Dr. Ernest Christian ~~Mr. E. M. Cope, Chairman~~ | (Trustee) |
| Mrs. Arthur J. Gatter | (Trustee) |
| Dr. Fred J. Sales | (Faculty) |
| Dr. Caroline Mattingly | (Faculty) |
| Dr. Fred Mayer ~~Dr. George Hollenberg~~ | (Faculty) |
| Dr. George H. Armacost | ex officio |
| Dr. Donald C. Davidson | ex officio |
| ~~Miss Esther Hile~~ | ~~ex officio to February 28, 1946~~ |

MK
DCD

## LIBRARY BUDGET

July 1, 1945 - June 30, 1946

| | | |
|---|---|---|
| Books | 8550.00 | |
| Deferred binding | 500.00 | |
| Equipment | 300.00 | |
| Faculty inter-library loans | 75.00 | |
| Student Assistants | 4500.00 | |
| Supplies | 950.00 | |
| | | 14,875.00 |

## BOOK BUYING GUIDE LINES

Subject field items:

| | | |
|---|---|---|
| Art | 200.00 | |
| Astronomy | 40.00 | |
| Botany | 75.00 | |
| Chemistry | 140.00 | |
| Economics | 350.00 | |
| Education | 270.00 | |
| English | 400.00 | |
| French | 50.00 | |
| Geology | 75.00 | |
| German | 50.00 | |
| Greek-Latin | 20.00 | |
| History | 400.00 | |
| Home Science | 125.00 | |
| Mathematics | 50.00 | |
| Music | 150.00 | |
| Philosophy | 200.00 | |
| Physical Education | 60.00 | |
| Physics | 185.00 | |
| Political Science | 200.00 | |
| Psychology | 200.00 | |
| Religion | 175.00 | |
| Sociology | 200.00 | |
| Spanish | 50.00 | |
| Speech | 75.00 | |
| Zoology | 60.00 | |
| | 3800.00 | |

General items

| | | |
|---|---|---|
| Biography | 150.00 | |
| Continuations | 600.00 | |
| General | 200.00 | |
| Government publ. | 200.00 | |
| Periodicals | 3100.00 | |
| Reference | 500.00 | |
| Replacements | 100.00 | |
| Travel | 100.00 | |
| Unassigned | 300.00 | |
| | | 5250.00 |
| Total for 1945-46 | | 9050.00 |

MK

Appended sheet no. 3 Library, June, 1946.

VOLUMES ADDED TO THE LIBRARY EACH YEAR

| Year | Number |
|---|---|
| 1910-11 | 1680* |
| 1911-12 | 0 |
| 1912-13 | 482 |
| 1913-14 | 203 |
| 1914-15 | 591 |
| 1915-16 | 502 |
| 1916-17 | 261 |
| 1917-18 | 371 |
| 1918-19 | 309 |
| 1919-20 | 508 |
| 1920-21 | 1344 |
| 1921-22 | 871 |
| 1922-23 | 1254 |
| 1923-24 | 2025 |
| 1924-25 | 1670 |
| **1925-26 | 2320 |
| 1926-27 | 3076 |
| 1927-28 | 3912 |
| 1928-29 | 3509 |
| 1929-30 | 3919 |
| 1930-31 | 4503 |
| 1931-32 | 3053 |
| 1932-33 | 4687 |
| 1933-34 | 2536 |
| 1934-35 | 2014 |
| 1935-36 | 2782 |
| 1936-37 | 2384 |
| 1937-38 | 2331 |
| 1938-39 | 4028 |
| 1939-40 | 2775 |
| 1940-41 | 3400 |
| 1941-42 | 3100 |
| 1942-43 | 2898 |
| 1943-44 | 3502 |
| 1944-45 | 2834 |
| 1945-46 | 2754 |
| Total | 78,388 |

*Many of these were books belonging to the faculty and should not have been accessioned. Later they were withdrawn.

** Moved into new library building in February, 1926.

MCC

## *CIRCULATION
May 1, 1945 - April 30, 1946

| Kind of book | 000 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | B | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 189 | 2136 | 2114 | 4542 | 244 | 946 | 1225 | 2716 | 4705 | 2605 | 133 | 21555 |
| 7 day | 7 | 326 | 542 | 807 | 12 | 48 | 67 | 78 | 159 | 88 | 5 | 2139 |
| Reserves | 41 | 197 | 555 | 521 | 26 | 293 | 231 | 921 | 1575 | 737 | 2 | 5099 |
| | 237 | 2659 | 3211 | 5870 | 282 | 1287 | 1523 | 3715 | 6439 | 3430 | 140 | 28793 |

### REGULAR SESSION

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 188 | 2122 | 2106 | 4471 | 241 | 932 | 1218 | 2691 | 4666 | 2579 | 130 | 21344 |
| 7 day | 7 | 326 | 542 | 801 | 12 | 46 | 67 | 78 | 159 | 86 | 5 | 2129 |
| Reserves | 41 | 196 | 543 | 515 | 26 | 92 | 228 | 920 | 1571 | 733 | 2 | 5067 |
| | 236 | 2644 | 3191 | 5787 | 279 | 1270 | 1513 | 3689 | 6396 | 3398 | 137 | 28540 |

### **VACATION PERIODS

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 1 | 14 | 8 | 71 | 3 | 14 | 7 | 25 | 39 | 26 | 3 | 211 |
| 7 day | | | | 6 | | 2 | | | | 2 | | 10 |
| Reserves | | 1 | 12 | 6 | | 1 | 3 | 1 | 4 | 4 | | 32 |
| | 1 | 15 | 20 | 83 | 3 | 17 | 10 | 26 | 43 | 32 | 3 | 253 |

### AVERAGE DAILY CIRCULATION

| | Regular Session | Vacation Period |
|---|---|---|
| 14 day | 70.21 | 3.46 |
| 7 day | 7.00 | .164 |
| Reserves | 16.67 | .52 |

Regular Session....304 days
***Vacation Periods... 61 days

Total 365

*As the library has open stacks, these statistics do not include the books (general reserves) used in the library

**Time between terms and holidays total 56 days (Library closed Sunday July-October, 1945

***Legal holidays observed...Labor day (September 3) Thanksgiving (November 22) Christmas Day, and New Years Day

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R318R
1946/47

REC'D JUN 7 - 1947

UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1946- April 30, 1947

TO THE PRESIDENT:

Much in the same manner as was insisted upon in attacking high school geometry problems we in the library have tried to ask ourselves the question, "What is significant?" in the record of activities of the report year, 1946-47.

It was, of course, the first year of the great flood of veterans into colleges, and consequent adaptations of library machinery, furniture, hours and staff to meet a 50 percent increase in enrollment. We were not capsized and perhaps that is the most significant comment on the year's work.

Less seriously, it was also the year of the great fire in the office of our most important agent in the buying of books. The loss of his records was catastrophic to him; to us it merely meant typing sixteen pages of outstanding orders, and some concern about ending the budget year correctly, but above all it was an event giving an almost humorous character to our relations with the book trade, which were otherwise time-consuming in irritating little details.

Furniture moving is a pastime which reflects change in the library's work. In the service areas a split in book services was made by moving part of the loan desk to the basement reading room where, with a display case, it served as the service desk for reserved books. Minor reorganization was made to permit desks for two staff members in the lobby since for most of the daylight hours the presence of two librarians is desirable. In the past one has been enough.

In the work rooms the Catalog Department was shifted to the west side of the room, with some increased effectiveness of space, lighting, and flow of work. The librarian happily reports the addition of a private office, made by simple partitions in one corner of the work room.

Some of this moving was done for the sake of efficiency. Of necessity, books were moved around in the stacks to adjust to stacks which are crowded. Practically all available reading room space is filled with shelves. To the staff the space problem is acute now; the present situation will give way to an overloaded situation, apparent to anyone, before many months have passed. How large is the University of Redlands library going to be allowed to become? 150,000 or 200,000 volumes are two figures that might be considered enough for a liberal-arts college which offers some Master's degree work.

PERSONNEL

The staff was relatively stable. The loss of Mrs. Lillian Schandorff as Circulation Assistant was regretted, as was that of Mrs. Sue Ellen Fowler as Catalog Typist. The Library was fortunate in securing

THE LIBRARY OF THE
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the services of Miss Bernice Stone as Catalog Typist. Mrs. Martha Frank Pisk has assumed the direction of the reserved book room which was separated from general circulation at the beginning of the fall semester.

This is the writer's valedictory report. It is with pleasure that he records the appointment of Miss Esther Hile as Librarian-elect. As Dr. Fulmer Mood, librarian from 1941 to 1943, says, "This recognition is a sign that the University values at its true worth many years of unceasing, unstinted devotion to the interests of students and faculty." Many of Miss Hile's dreams of efficiency in existing services have been realized; her vision of yet more effective services will provide her with challenges for the future.

The student assistants listed in Appended Sheet no. 1 gave good service. It would be unfair to select any name for mention, although a number might so be selected on the basis of exceptionally good work.

Miss Hile served as vice-president, president-elect, of the Conference of College and University Librarians, at one of whose sessions the librarian gave the main paper. She also served as interim chairman of the newly-formed Redlands branch of the American Association of University Women, and talked to the women's organizations of the Baptist Churches of Redlands and San Bernardino. Miss Oakes served as literature chairman for the E. Stanley Jones mission, and the Librarian had book reviews in two scholarly historical reviews. Miss Oakes, on a busman's holiday, has devoted much of her free time to the church school library in the First Baptist Church. The staff was well-represented at various library meetings in Southern California.

In all categories the library personnel shared in the financial adjustments which were necessitated by depreciated dollars. The cooperation and fairness of the President and Business Manager in these and other matters of finance are appreciated.

The Trustee-faculty library committee had two meetings, and productive ones they were. The newly formed faculty advisory committee was called upon more informally, than formally, for assistance. The advisory committee was composed of the faculty members on the Trustee-faculty committee plus Dr. Marc J. Smith, Dr. Leslie P. Spelman, and Dr. Fred Warburton.

REFERENCE AND CIRCULATION

Reference work increased, during regular session, in about the proportion that might be expected of the increase in enrollment. Never, however, has the staff been kept so busy with helping people as it was during the first few weeks of the expanded summer session. The good old days, when summer was a time to grease the wheels for regular sessions, are regretted in many ways, when the staff looks at things to be done, but working with people is the most fun.

Circulation during the year was 85,105. The year previously it was 28,793. However, this year for the first time records of reserved book circulation (from September) have been possible; 48,208 of the total circulation was recorded in the reserved book room. Thus a comparison with the past is not valid. That the theoretical average student (on the basis of 110 enrollment) went to the reserved book room 44 times from September through April is, however, of interest.

There is a comfortable feeling in libraries that use depends largely on faculty stimulation; that is quite true, but it should not provide a release from some valid promotional activities. For the faculty the library has continued to draw attention to some books which seem good prospects for purchase, has sent too few personal notices of suitable materials on arrival, and has published lists of new acquisitions. An opportunity to examine new books is given each week. But despite these activities, more time is needed in the frank promotion of use of what the library possesses. Therein, I suspect, lies future growth of the library in the all-important aspects which are not physical, and hence cannot be tabulated.

The orientation talks in the fall were given from slides made for the library (on the budget of the Dean of Educational Administration). The major task of teaching library use naturally fell on staff members scheduled at the reference desks to help students with problems.

Displays assumed an importance this year, new to the library. A humanities display was planned, and a rather primitive display case that formerly housed cosmetics in one of the University's rentals was drafted. Since then this case has contained displayed materials collected by friends or staff of the University, almost on an automatic basis. Dr. Louis Martins loaned materials from his outstanding collections during the visit of Robert Frost; Harold Giedt, a student, displayed Chinese tapestry and porcelains; Professor Matthews placed on view materials from the Near East; during Writer's Week the case contained examples from the collection of bookplates belonging to Mrs. Rex Jones; Mrs. Fisk, of the Library Staff, displayed materials on Europe; Reverend E. N. Harris made some Chinese materials available; William Moody arranged a display on China.

ACQUISITIONS

Behind the scenes, increasing specialization by types of material facilitated acquisition of new materials. Miss Smith handles periodicals, government publications and binding, while Mrs. Carlson worked with continuation orders, and shared with the Librarian the tasks of book selection and ordering.

Prices increased, and are still on the rise, as the book trade lags behind general trends. Efficiency in the firms with whom we dealt has become better, but is not good.

New faculty members have a way of increasing the number of periodicals received; over 550 are now being received, of which 399 are purchased. Of 14 newspapers, 5 are gifts. The big headache in periodicals, however,

has been the difficulty in getting backfiles bound. The work, otherwise, is on a good basis.

Government publications are now recorded in a visible file, Miss Smith having completed a major project of transferring from loose leaf volumes. Of purchases for backfiles, the completion of the file of BULLETINS OF THE UNITED STATES BUREAU OF LABOR STATISTICS might be mentioned.

Continuations are books or pamphlets in series, mainly on standing order. Here are 424 separate titles in another visible file, on the organization of which Mrs. Carlson has been working. Here, too, I feel, the work is on a reasonably efficient basis.

The difficulties in book orders have been indicated. Several notable sets were purchased, but the reference collection seems to have reached a point at which major purchases are less needed. Needs of new faculty for back volumes of periodicals have been met.

A project in "reverse" book selection should be mentioned. Dr. Albert spent hours "weeding out" older texts in mathematics, which he replaced with gifts of 66 more modern texts. Business administration is the most obvious field which might profit by following this example.

CATALOGING

The record of the catalog department shows 2969 new books cataloged, and 475 recataloged. This is a satisfactory output in these times when printed Library of Congress catalog cards have been slow in arriving. There are indications that new tools may make cataloging a faster process, and possibly a cheaper one. THE CUMULATIVE CATALOG OF LIBRARY OF CONGRESS PRINTED CARDS is a new federal project which is one hopeful sign.

The periodicals are now represented in the public catalog by printed cards in almost every instance. This completes a piece of work which may seem simple to the user of the catalog, but represents the saving of moments, adding into hours, over several years.

The catalog itself had its face lifted with new guide cards, and new labels. It even had its face washed. Expansion forced a major shift in the alphabet. These are details over and above the general responsibilities of this department.

CONCLUSION

Miss Hile and her staff should and will continue planning along lines based on these necessities:

A philosophy of service which goes out to meet students and faculty in various ways, with as much as that can be made to mean.

A plan of service which will include desirable expansion in the

collection of pictures, slides and microfilm, along with continuing refinement of reference and loan activities.

A staff of a size to meet American Library Association standards, without which the library cannot pass out of the good into the superior group.

A collection designed to fit the pattern of studies in the college.

A plant which will house the services efficiently, the materials safely, and the users comfortably.

The details are for the future, and should not be suggested by the writer. In many ways the University of Redlands now has a respectable library; the routines of operation seem relatively efficient; the staff is excellent; a beginning, but only a beginning, has been made beyond that in the development of the library as a major teaching instrument.

Respectfully submitted,

Donald C. Davidson

Donald C. Davidson
Librarian

## PERSONNEL

(As of April 30, 1947)

Donald C. Davidson, Librarian, September, 1941-
Esther Hile, Associate Librarian, September, 1931-
(Librarian elect)
Charlotte Oakes, Catalog Librarian, January, 1944-
Maude C. Carlson, Bibliographer, September, 1931-
August, 1933; April, 1943-
Wilma Smith, Serials Librarian, August, 1945-
Marjorie Knox, Secretary to the Librarian, August, 1944-
Bernice Stone, Catalog Typist, September, 1946-
Martha Frank Pisk, Circulation Assistant, September,
1946-
Lillian Schandorff, Circulation Assistant, October, 1944-
September, 1946.
Sue Ellen Fowler, Catalog Typist, March 1, 1946-
July, 1946.

## STUDENT ASSISTANTS

Dorothy Asher
Robert Becker
Theodore Biggs
Lenicia Boggs
Ann Borgman
Lee Boucher
Edith Brown
Theodore Clemens
Donal Detmers
Lee Douglas
Mary Lou Dulin
Morrisontine Dunn
Frances Fowler
Harold Giedt
Clifford Gilson
Winifred Gilson
Jeanette Gudbrandsen
Lauretta Hardisty
Louise Hoffman
Howard Hovey
Clyde James
Donald Kiel
David L'Esperance
Laurie Littig
Margaret Lucke
Fay Miller
Takako Nakahara
Evelyn Reamer
Patricia Ricks
Roy Ricks
Bill Schallenberg
Ruth Schandorff
Martha Shaw
Wilma Shirkey
Bob Schultz
Malcolm Sillars
Martha Sutton
Richard Sutterlin
Raymond Taylor
Allen Thomsen
Donald Vansteenwyk
Clara Walker
Pauline Warner

## FACULTY-TRUSTEE LIBRARY COMMITTEE

| | |
|---|---|
| Dr. Ernest Chastain, Chairman | (Trustee) |
| Mrs. Arthur J. Gatter | (Trustee) |
| Dr. Fred J. Sales | (Faculty) |
| Dr. Caroline Mattingly | (Faculty) |
| Dr. Fred Mayer | (Faculty) |
| Dr. George H. Armacost | ex officio |
| Dr. Donald C. Davidson | ex officio |

# LIBRARY BUDGET

July 1, 1946 - June 30, 1947

| | | |
|---|---|---|
| Books | 9800.00 | |
| Deferred binding | 770.00 | |
| Equipment | 795.00 | |
| Student Assistants | 7656.00 | |
| Supplies | 1150.00 | |
| | | 20,171.00 |

## BOOK BUYING GUIDE LINES (RETAIL)

| Subject field items: | | | General items | | |
|---|---|---|---|---|---|
| Art | 200.00 | | Biography | 150.00 | |
| Astronomy | 40.00 | | Continuations | 600.00 | |
| Botany | 75.00 | | General | 200.00 | |
| Chemistry | 140.00 | | Government publ. | 200.00 | |
| Economics | 350.00 | | Periodicals | 3100.00 | |
| Education | 270.00 | | Reference | 500.00 | |
| English | 400.00 | | Replacements | 100.00 | |
| French | 50.00 | | Travel | 100.00 | |
| Geology | 75.00 | | Unassigned | 300.00 | |
| German | 50.00 | | | | |
| Greek-Latin | 20.00 | | | | 5250.00 |
| History | 400.00 | | | | |
| Home Science | 125.00 | | | | |
| Mathematics | 50.00 | | | | |
| Music | 150.00 | | | | |
| Philosophy | 200.00 | | Total for 1946-47 | | 9050.00 |
| Physical Education | 60.00 | | | | |
| Physics | 185.00 | | | | |
| Political Science | 200.00 | | | | |
| Psychology | 200.00 | | | | |
| Religion | 175.00 | | | | |
| Sociology | 200.00 | | | | |
| Spanish | 50.00 | | | | |
| Speech | 75.00 | | | | |
| Zoology | 60.00 | | | | |
| | | 3800.00 | | | |

## VOLUMES ADDED TO THE LIBRARY EACH YEAR

| Year | Number |
|---|---|
| 1910-11 | 1680* |
| 1911-12 | 0 |
| 1912-13 | 462 |
| 1913-14 | 203 |
| 1914-15 | 591 |
| 1915-16 | 502 |
| 1916-17 | 261 |
| 1917-18 | 371 |
| 1918-19 | 309 |
| 1919-20 | 508 |
| 1920-21 | 1344 |
| 1921-22 | 871 |
| 1922-23 | 1254 |
| 1923-24 | 2025 |
| 1924-25 | 1670 |
| **1925-26 | 2320 |
| 1926-27 | 3076 |
| 1927-28 | 3912 |
| 1928-29 | 3509 |
| 1929-30 | 3919 |
| 1930-31 | 4503 |
| 1931-32 | 3055 |
| 1932-33 | 4687 |
| 1933-34 | 2536 |
| 1934-35 | 2014 |
| 1935-36 | 2782 |
| 1936-37 | 2584 |
| 1937-38 | 2331 |
| 1938-39 | 4028 |
| 1939-40 | 2775 |
| 1940-41 | 3400 |
| 1941-42 | 3100 |
| 1942-43 | 2898 |
| 1943-44 | 3502 |
| 1944-45 | 2834 |
| 1945-46 | 2754 |
| 1946-47 | 2802 |
| Total | 81,190 |

*Many of these were books belonging to the faculty and should not have been accessioned. Later they were withdrawn.

**Moved into new library building in February, 1926.

## *CIRCULATION
May 1, 1946 - April 30, 1947

| Kind of book | 000 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | B. | Res. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 323 | 4283 | 3714 | 6954 | 470 | 1455 | 2061 | 3417 | 7499 | 3857 | 268 | | 34301 |
| 7 day | 14 | 322 | 464 | 1083 | 45 | 37 | 71 | 112 | 329 | 107 | 12 | | 2596 |
| ****Reserves | | | | | | | | | | | | 48208 | 48208 |
| | 337 | 4605 | 4178 | 8037 | 515 | 1492 | 2132 | 3529 | 7326 | 3964 | 280 | 48208 | 85105 |

### REGULAR SESSION

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 319 | 4203 | 3684 | 6812 | 460 | 1440 | 2045 | 3364 | 7395 | 3788 | 267 | | 33777 |
| 7 day | 13 | 319 | 462 | 1070 | 45 | 37 | 70 | 109 | 326 | 106 | 12 | | 2569 |
| ****Reserves | | | | | | | | | | | | 48143 | 48143 |
| | 332 | 4522 | 4146 | 7882 | 505 | 1477 | 2115 | 3473 | 7721 | 3894 | 279 | 48143 | 84489 |

### **VACATION PERIODS

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 4 | 80 | 30 | 142 | 10 | 15 | 16 | 53 | 104 | 69 | 1 | | 524 |
| 7 day | 1 | 3 | 2 | 13 | | | 1 | 3 | 3 | 1 | | | 27 |
| ****Reserves | | | | | | | | | | | | 65 | 65 |
| | 5 | 83 | 32 | 155 | 10 | 15 | 17 | 56 | 107 | 70 | 1 | 65 | 616 |

### AVERAGE DAILY CIRCULATION

| | Regular Session | Vacation Period |
|---|---|---|
| 14 day | 110.29 | 1.70 |
| 7 day | 8.37 | .088 |
| Reserves | 156.82 | .212 |

Regular Session....307 days
***Vacation Periods... 58 days

Total 365 days

*As the library has open stacks, these statistics do not include the books (general reserves) used in the library.

**Time between terms and holidays total 54 days (Library closed Sunday, July-October, 1946)

***Legal holidays observed...Thanksgiving Day (November 28) Christmas Day (December 25) New Years Day (January 1) Easter Day (April 6)

****Record of reserves not kept by class during 1946-1947.

CIRCULATION (continued)

INTER-LIBRARY LOANS

| NAME | BOOKS BORROWED | BOOKS LOANED |
|---|---|---|
| A.K. Smiley Public Library | 251* | |
| American Council of Race Relations | 1 | |
| Ball State Teachers College, Munsie, Ind. | | 1 |
| California Institute of Technology | 1 | |
| California State Library | 24 | |
| Chicago Public Library | | 1 |
| Claremont College | | 2 |
| Harvard College | 1 | |
| Library of Congress | 2 | |
| Los Angeles Public Library | 1 | |
| San Bernardino County Superintendent's Office | | 1 |
| San Francisco Public Library | 1 | |
| Stanford University | 2 | |
| University of California at Berkeley | 3 | |
| University of California at Los Angeles | 3 | 1 |
| University of Illinois | 1 | 1 |
| University of Southern California | 3 | |
| Whittier College | | 2 |
| | 294 | 9 |

*Practically all these were juvenile books used in the study of juvenile literature.

## ACCESSIONS 1946-47

### BOOKS

| | | | | |
|---|---|---|---|---|
| Volumes accessioned to April 30, 1946 | | 78,388 | | |
| Volumes added by gift..... | 277 | | | |
| Volumes added by purchase..... | 1,761 | | | |
| Bound periodicals added..... | 424 | | | |
| Gov't. documents accessioned..... | 323 | | | |
| Withdrawn volumes returned..... | 7 | | | |
| Old books on hand..... | 8 | | | |
| Theses..... | 2 | | | |
| Total..... | | 2,802 | | |
| Total number accessioned to Apr. 30, 1947 | | | 81,190 | |
| Total number withdrawn to Apr. 30, 1947 | | | 8,748 | |
| Total number on hand Apr. 30, 1947 | | | | 72,442 |

### PAMPHLETS

| | | | | |
|---|---|---|---|---|
| Pamphlets on hand April 30, 1946..... | | 41,157 | | |
| Number of pamphlets added: | | | | |
| Government documents..... | 1,872 | | | |
| Information file..... | 1,548 | | | |
| Miscellaneous classification.... | 696 | | | |
| Total..... | | 4,116 | | |
| Total..... | | 45,273 | | |
| Number of pamphlets withdrawn..... | | 355 | | |
| Total number on hand Apr. 30, 1947 | | | 44,918 | |

### PERIODICALS (currently received)

| | By subscription | By gift | Gov't. (gift) | Total |
|---|---|---|---|---|
| Magazines: | 399 | 108 | 23 plus 25 (classified) | 555 |
| Newspapers: | 9 | 5 | | 14 |

### COLLECTION BY TYPE

| BOOKS | | PAMPHLETS | |
|---|---|---|---|
| Reference | 3,841 | Information | 10,950 |
| General books | 50,792 | Reference | 1,416 |
| Bound pdl's. | 11,696 | General | 5,283 |
| Fed. docs. | 5,560 | Fed. docs. | 24,255 |
| State docs. | 553 | State docs. | 3,014 |
| Total on hand | 72,442 | Total on hand | 44,918 |

CLASSIFICATION AND CATALOGING
May 1, 1946 -- April 30, 1947

NUMBER OF BOOKS ADDED IN EACH CLASS

| Class no. | Name of class | Gov't. docs. | Ref. | General | Total |
|---|---|---|---|---|---|
| 000 | General works: Encyclopedias, etc... | 9 | 52 | 33 | 94 |
| 100 | Philosophy, psychology, ethics..... | | | 126 | 126 |
| 200 | Religion, Bible, etc..... | | 2 | 185 | 187 |
| 300 | Sociology, economics, education, etc. | 141 | 34 | 475 | 650 |
| 400 | Philology..... | | 6 | 15 | 21 |
| 500 | Science..... | 85 | 3 | 240 | 328 |
| 600 | Useful arts..... | 22 | 10 | 152 | 184 |
| 700 | Fine arts..... | 4 | 5 | 169 | 178 |
| 800 | Literature..... | | 10 | 462 | 472 |
| 900 | History, travel, biography, etc..... | 35 | 14 | 304 | 353 |
| | Totals..... | 296 | 136 | 2161 | 2593 |
| | Pamphlets cataloged (unaccessioned).. | 110 | 17 | 249 | 376 |
| | Books recataloged..... | 7 | | 468 | 475 |
| | Grand total..... | 413 | 153 | 2878 | 3444 |

GOVERNMENT DOCUMENTS 1947
May 1, 1946-April 30, 1947

The following report indicates the total number of federal and state documents now available for use. All document series have been entered in a permanent checking record and have cards in the catalog and shelf lists.

| | | | |
|---|---|---|---|
| ACCESSIONED | | | |
| Federal Documents: | | | |
| On hand April 30, 1946..... | 5,292 | | |
| Cataloged..... | 288 | | |
| Total..... | 5,580 | | |
| Withdrawn..... | 20 | | |
| Total on hand April 30, 1947 | | 5,560 | |
| State Documents: | | | |
| On hand April 30, 1946..... | 546 | | |
| Cataloged..... | 8 | | |
| Total..... | 554 | | |
| Withdrawn..... | 1 | | |
| Total on hand April 30, 1947 | | 553 | |
| Total Federal and State documents..... ... | | | 6,113 |
| UNACCESSIONED: | | | |
| Federal Documents: | | | |
| On hand April 30, 1946..... | 22,560 | | |
| Cataloged..... | 102 | | |
| Added (Serials Department). ..... | 1,594 | | |
| Total..... | 24,256 | | |
| Withdrawn..... | 1 | | |
| Total on hand April 30, 1947 | | 24,255 | |
| State Documents: | | | |
| On hand April 30, 1946..... | 2,838 | | |
| Cataloged..... | 8 | | |
| Added (Serials Department)..... ..... | 168 | | |
| Total..... | 3,014 | | |
| Withdrawn..... ... | 0 | | |
| Total on hand April 30, 1947 | | 3,014 | |
| Total Federal and State documents..... | | | 27,269 |
| GRAND TOTAL OF FEDERAL AND STATE DOC. Apr. 30, 1947 | | | 33,382 |

GIFTS 1946-47

| NAME | BOOKS | PAMPHLETS | PERIODICALS |
|---|---|---|---|
| Albert, Dr. O.W. | 66 | | |
| Allen, Herbert F. | 1 | | |
| Anonymous | 3 | | |
| Azhderian, Mihran H. | 1 | | |
| Carpenter, Lucille Russell | 1 | | |
| Drinker, Henry S. | 1 | | |
| Folkins, Dr. F.H. | | | 23 |
| Fouts, Prof. George | 11 | | |
| Geidt, Harold | 2 | | |
| Goethe, C.M. | 1 | | |
| Greenway, Prof. Frank, Jr. | 5 | | |
| Haydon, Virginia | 6 | | |
| Hidden, Prof. Elizabeth | | 5 | |
| Holt, Raymond | 1 | | |
| Ikerman, Mrs. Larry | 38 | | |
| King, Lyman | 1 | | |
| Law, Mrs. L.A. | 1 | | |
| Lyon, President E. Wilson | 1 | | |
| Mattingly, Dr. Caroline | 3 | | 2 |
| Mitchell, Mrs. L.E. | 1 | | |
| Moore, Thomas | 13 | | |
| Murray, D.A. | 4 | | |
| Pierpoint, Donna | | | 18 |
| Roberts, William E. | 1 | | |
| Raymer, Dr. Robert | | | 12 |
| Reynolds, Mrs. Irene H. | 3 | | |
| Soltau, Dr. David | 2 | | |
| Univ. of Redlands Book Company | 23 | | |
| Univ. of Redlands President's Office | 1 | | |
| Willey, Prof. Philip B. | 2 | | |
| Zimmer, Rev. John | 2 | | |
| | 195 | 5 | 55 |

Sixty-one books and thirty-one pamphlets were also received from the following: American Baptist Foreign Mission Society; American Jewish Committee; American Red Cross; Carnegie Corporation of New York; Carnegie Endowment; Carnegie Foundation of New York; Carnegie Foundation for the Advancement of Teaching; Chrysler Corporation; Congregation B'nai Israel; Independent Petroleum Association of America; Inter-American Development Commission; Interlaken Mills; Ladenburn, Thalmann and Company; E.S. Libby; Life Magazine; Maurice and Laura Folk Foundation; Meador Publishing Company; Metropolitan Water District of Southern California; National Education Association; National Electrical Manufacturers; National Research Council; National Urban League; Navy Department, Hdqts., U.S. Marine Corps; University of Nebraska Libraries and University of Nebraska Press; Nestle Company; New York State Teachers College; Occidental College; Oxford University Press; Puerto Rico Civil Service Commission; Quarterly Journal of Studies on Alcohol; Raberoid Company; Charles Scribner's; St. Mary's College; Title Insurance and Trust Company; United States Brewers Foundation, Inc.; U.S. Fidelity and Guarantee Company; U.S. Lines Company; United States Rubber Company; University of California; A. C. Vroman; Willing Publishing Company; World Wide Revival Prayer Movement; Yale University Press.

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1947/48

UNIVERSITY OF REDLANDS LIBRARY

THE LIBRARY OF THE
JUN 22 1948
UNIVERSITY OF ILLINOIS

Annual Report of the Librarian
May 1, 1947 - April 30, 1948

TO THE PRESIDENT:

It was with regret that the resignation of Dr. Donald C. Davidson was accepted as he had made a large place for himself through his administration of the Library and his many other campus contacts and activities. The best wishes of all go with him in his new position as Librarian of the University of California, Santa Barbara College.

The deluge of summer school students, over twice as many as had been anticipated, almost submerged the Library staff which was depleted because of vacations and the inability to replace the librarian in charge of reference and circulation during the summer. The enrollment for the autumn session soared to a new all-time high. Since the size of the student body is immediately reflected in the Library load, there was little time "to go out and meet the students and faculty" in service. The program involved meeting the immediate demands while attempting to carry a little further some of the long-range projects. These latter will be mentioned later under their respective heads. Authorization for the appointment of a sixth professional member of the staff, when such can be found, gives promise of some relief.

A committee to study the matter of dormitory libraries was appointed. After its first meeting, representative students met with the committee for further discussion. It was decided to experiment with University Hall for the remainder of the year in order to determine the future of the project.

A committee for the collection and preservation of the historical materials of the University was appointed. A meager start has been made in this project, but there is much to be done. A Faculty Committee on Audio-visual Aids with the Librarian as chairman was voted at a meeting of some fifteen faculty members who met upon a general invitation from the Dean of Educational Administration. This is an effort to unify and promote audio-visual instruction. This committee is checking on the present equipment and a budget request for the purchase of films, et cetera, has been presented to the Administration.

The Library received as gifts over four hundred books, two hundred seventy-eight pamphlets, two hundred eighty-eight periodicals and thirty-one recordings. The largest single gift is not recorded above as it has not yet arrived on the campus. This is the Dr. Harley Farnsworth McNair Library which he bequeathed to his alma mater. It is understood to have over four thousand volumes, which is largely material on the Far East.

The Spencer microfilm reader which the Library had loaned to the Science Hall has been returned to the Library, and a new reel purchased for it. It is hoped that this will meet the needs of our microfilm users for the next several years.

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1947/48



Six typewriter tables were acquired through War Surplus purchases. Two of these were placed in an alcove of the Catalog Department for the use of students who wish to use their own typewriters in the Library. Four inter-office communication sets connect the Secretary's office, Librarian's office, Reference and Loan desks. Other equipment for the year includes a cabinet for the recordings, a large metal table for use in checking government publications, a newspaper rack, a steel four drawer metal vertical file, and an eight tray file for the use of the Order Librarian.

The lower floor of the building took on "the new look" when asphalt tile covering was placed on all its floors, and new treads placed on the stairs. The lobby, halls, stairway and rest rooms were painted during the spring vacation. Other improvements are planned for the near future.

Two meetings of the Trustee-Faculty Committee have been held. These have been interesting and profitable meetings, as the members have a fine grasp of the responsibilities of the Library in the educational program. The Library Development Committee has also met. Both Committees have been considering the problem of how best to enlarge the physical plant.

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PERSONNEL

The Library staff has given a good account of itself during the past year. As Dr. Davidson's resignation became effective as of June 30, and the present Librarian began her duties on July 1, the only addition to the staff was Mr. Beverley Caverhill who became Assistant Librarian in charge of Reference and Circulation in September. Although accustomed to working in larger libraries, he has adjusted to a small library in a fine manner. During the summer before his arrival, Mrs. George Ide, formerly Librarian of the local Junior High School, very graciously assisted in the public services.

The student assistants have for the most part taken their responsibilities seriously, and some have been exceptionally fine workers. It is greatly regretted that several of these latter will be graduating this spring.

The professional members of the staff have taken an interest in professional and community activities. Mr. Caverhill has served on the Committee on Recruitment of the Association of College and Reference Libraries, and on the Committee on Regional Cooperation of the Southern District of the California Library Association. Miss Oakes has continued her work as librarian of the First Baptist Church Library. She and the Librarian have served as officers in the Redlands Branch of A.A.U.W. The latter has been President of the Conference of College and University Librarians of Southern California, and on the Personnel Committee of the College and University Section of the California

Library Association. All are members of the American Library Association, the California Library Association, the Conference of College and University Librarians of Southern California, and the American Association of University Professors. Miss Oakes is, also, a member of the Los Angeles Regional Group of Catalogers.

Miss Oakes began work toward her Master's degree last summer at the University of California at Berkeley, and Mr. Caverhill is taking two courses this semester at the University of Southern California.

REFERENCE AND CIRCULATION

The greatest number of student assistants work in the service division, so that much of the Assistant Librarian's time must be given to supervision of these helpers. While other members of the staff have regularly scheduled hours, their own divisions must of necessity take the major portion of their time. As a result many of the services which the Reference Department should be doing in work with the public, must remain undone, It is hoped that, with the addition of another staff member, and a reorganization of responsibilities, the Assistant Librarian may have more time to work with the students and faculty.

Some thirty-three hundred pamphlets were discarded from the information file. The pressure of work of the past several years has made it impossible to keep this file up-to-date, so a general housecleaning was imperative.

The circulation statistics for the year may be found on Appended Sheet, No. 4A of this report. This is the first year of circulating recordings and it has been interesting to note that Tchaikovsky's SWAN LAKE and Rimsky-Korsakov's SCHEHERAZADE tied for first place in popularity.

A project which is in process is the indexing of the paintings which have been reproduced in art books found in the library. The cards are kept in the small tray of the mounted picture file.

ACQUISITIONS

The price of books is still on the increase, but the services of publishers and jobbers has greatly improved. These price increases are also shown in the subscription and binding costs of periodicals.

The rental picture collection was started last year while this year has marked the beginnings of collections of recordings and slides. There are sixty-one albums and thirty-seven single records. Thirty of the latter are recordings of seventy lessons for the learning of the Chinese language. They were given to the Library by Dr. William B. Pettus, President of California College in China. Some slides were added, and over four hundred more will be turned to the

library when the new slide cabinet which has been ordered arrives.

The policy of "book selection in reverse" is still being practiced and six hundred thirteen books have been withdrawn during the year. Most of these were duplicates of text books in German and French literature.

The bottleneck in binding which has been so detrimental to the Library's periodical service has been almost completely relieved, and we will soon be operating on a normal basis. This was made possible by the establishment of the bindery by Mr. H. R. Hodge in San Bernardino. Since the University Library had such a large accumulation of delayed binding, he has considered this institution as his number one patron. He takes only the volumes which he can complete in two weeks. Miss Smith has been doing excellent work in filling in back files so as to complete volumes for binding. A file listing such periodicals as are needed is nearing completion. This aids in the rapid checking of jobbers' lists. She is revising a subject index of periodicals which will supplement the alphabetical list.

She has been checking carefully on government documents, and by watching jobbers' lists has succeded in obtaining many publications which are difficult to locate. She has practically completed the visible file record of the series of State and Federal publications. A new twelve-tray visible file unit is on order. When it arrives and she has filed the remainder of her checking cards, this project which has required so much careful work will be completed. A new four-drawer vertical file near her desk affords filing space for such publications as are of a temporary value, and those which are awaiting cataloging. This makes them available for use shortly after their arrival.

A corner of the Catalog Department has been furnished for an office for Mrs. Carlson. New shelves back of her desk and new card files have been added so that she can better organize and carry on her work. She is doing for continuations (books, pamphlets, et cetera, which are published at intervals) the same type of work as Miss Smith has done for government publications. Her task of checking on the Library's holdings, and making correct records for some 725 titles is drawing to a close, and when the above-mentioned file arrives, the six-tray file now being used for government publications will be transferred to her department.

As these checking records are completed, it is possible for good student assistants to assume the responsibility of checking the future issues under supervision. This will release the professional staff for assisting students and faculty in the use of the publications.

CATALOGING

The work of the Cataloger and her helpers never makes a glamorous report, but theirs is the responsibility of so classifying and cataloging materials that books on the same and similar subjects will be

shelved together, and the card catalog will be a careful index of the Library's holdings. The Library is very fortunate in having Miss Oakes as the Catalog Librarian, and Miss Stone as her clerical assistant.

The cataloging of the new acquisitions is a heavy load, but in addition to this, two major projects have been in progress. Throughout the years the re-cataloging of the Library has been carried on, and this year marks the completion of the literature section with the exception of a few scattered books in English, French and Italian. Biography is the last large section still to be completed, and much of this has been done. The other major project is the re-filing of the cards in the card catalog. This is a measure to simplify the library filing, always difficult because of the many types of entries. A new set of rules has been published by the American Library Association, and we are re-filing according to these.

With the arrival of the McNair Library, the work of the Catalog Department will be greatly increased.

CONCLUSIONS

This year marks the close of a ten year period during which there has been marked progress in the building of the collection, and in making that collection readily available through careful cataloging, adequate checking records and other indexes. As has been noted above, a number of long-range projects are well advanced or nearing completion. This has been possible because of the addition of well-trained librarians who have consistently worked toward that end.

The task ahead is that of continuing this excellent work for the purpose of making the collection an invaluable instructional tool. To this end the staff organization is being studied. It is our aim to make it possible to carry on these essential technical processes with the main concentration on the promotion of the use of materials.

A major and immediate problem is the enlargement of our facilities so as to adequately provide for the additional services which the progressive library must provide. We have made progress in our beginnings, such as recordings, slides, audio-visual materials, framed pictures, mounted pictures, et cetera. The present building does not provide sufficient space for the development of some of these projects. Listening rooms for playing recordings, seminar rooms near the library collection, space for housing the McNair Library and our normal library growth are among the most pressing needs.

Another major problem facing all libraries today is that of the employing and holding of well-trained librarians. An insufficient number of young people entering the profession during the past several years, and the phenomenal expansion of educational institutions have resulted in an acute shortage. The low salaries have made librarianship one of the less desirable vocations. The American Library Associ-

ation and the California Library Association have within the past few months stated that $2800.00 should be regarded as the minimum beginning salary for a newly trained librarian. This poses a real problem for the college library for it is more than many excellent, experienced librarians are being paid, but less than public school librarians are receiving for a shorter period of service.

In these problems, as well as in all matters pertaining to the Library, the sympathetic understanding and cooperation of the President, the Board of Trustees and the Library Committee is greatly appreciated. The fine attitude of the members of the Faculty toward the Library is expecially gratifying. It is my sincere hope that we of the Library Staff may take our full share of the responsibility in the educational program of the University.

Respectfully submitted,

Esther Hile

Esther Hile
Librarian

## PERSONNEL

(July 1, 1947-April 30, 1948)

Esther Hile, Librarian, September, 1931-
Beverley S. Caverhill, Assistant Librarian, September, 1947-
Charlotte Oakes, Catalog Librarian, January, 1944-
Maude C. Carlson, Bibliographer, September, 1931-August, 1933; April, 1943-
Wilma Smith, Serials Librarian, August, 1945-
Marjorie Knox, Secretary to the Librarian, August, 1944-
Bernice Stone, Catalog Typist, September, 1946-
Martha Frank Pisk, Circulation Assistant, September, 1946-

## STUDENT ASSISTANTS

(Students who have worked more than 25 hours)

Ballesteros, Leonard
Becker, Robert
Boggs, Lenicia
Borgman, Ann
Bottemiller, Gordon
Boucher, Lois
Brown, Glen
Burcher, Jacqueline
Carter, Connie
Clemens, Theodore
Cross, R. Nathaniel
Davenport, Julianna
Detmers, Donal
Dulin, Mary Lou
Dunn, Morrisontine
Freter, Harry
Gollery, Stanley
Hovey, Howard
Jenkin, William
Jones, John Paul
Jones, Roderick
L'Esperance, David
Littig, Laurie
Lorimer, William
Lucke, Margaret
Nakahara, Takako
Reamer, Evelyn
Searing, David
Sebastian, Janice
Stebbins, Eleanor
Stevens, Phillip
Summers, Betty
Vansteenwyk, Donald
Vinson, Charles
Waldrop, Catherine
Walker, Clara Belle
Walter, June
White, Mary Evelyn
Wright, George

## FACULTY-TRUSTEE LIBRARY COMMITTEE

| | |
|---|---|
| Dr. Ernest Chastain, Chairman | (Trustee) |
| Mrs. Arthur J. Gatter | (Trustee) |
| Dr. Caroline Mattingly '48 | (Faculty) |
| Dr. Fred Mayer '49 | (Faculty) |
| Dr. Charles H. Abbott '50 | (Faculty) |
| Dr. George H. Armacost | ex officio |
| Miss Esther Hile | ex officio |

## LIBRARY BUDGET

July 1, 1947 - June 30, 1948

| | | |
|---|---|---|
| Books | 10,450.00 | |
| Books (Deferred) | 1,200.00 | |
| Equipment | 885.00 | |
| Equipment (Deferred) | 340.00 | |
| Staff: | | |
| Salaries | 20,180.00 | |
| Annuities | 450.00 | |
| Student Assistants | 6,036.00 | |
| Supplies | 1,200.00 | |
| Travel | 250.00 | |
| | | 40,991.00 |

## BOOK BUYING GUIDE LINES (RETAIL)

Subject field items:

| | | |
|---|---|---|
| Art | 200.00 | |
| Astronomy | 40.00 | |
| Botany | 75.00 | |
| Chemistry | 140.00 | |
| Economics | 350.00 | |
| Education | 270.00 | |
| English | 400.00 | |
| French | 50.00 | |
| Geology | 75.00 | |
| German | 50.00 | |
| Greek-Latin | 20.00 | |
| History | 400.00 | |
| Home Science | 125.00 | |
| Mathematics | 50.00 | |
| Music | 150.00 | |
| Philosophy | 200.00 | |
| Physical Education | 60.00 | |
| Physics | 185.00 | |
| Political Science | 200.00 | |
| Psychology | 200.00 | |
| Religion | 175.00 | |
| Sociology | 200.00 | |
| Spanish | 50.00 | |
| Speech | 75.00 | |
| Zoology | 60.00 | |
| | | 3800.00 |

General items:

| | | |
|---|---|---|
| Biography | 150.00 | |
| Continuations | 600.00 | |
| General | 200.00 | |
| Govt. publ. | 200.00 | |
| Periodicals | 3100.00 | |
| Reference | 500.00 | |
| Replacements | 100.00 | |
| Travel | 100.00 | |
| Unassigned | 300.00 | |
| | | 5250.00 |
| Total for 1947-48 | | 9050.00 |

VOLUMES ADDED TO THE LIBRARY EACH YEAR

| Year | Number |
|---|---|
| 1910-11 | 1380* |
| 1911-12 | 0 |
| 1912-13 | 482 |
| 1913-14 | 203 |
| 1914-15 | 591 |
| 1915-16 | 502 |
| 1916-17 | 261 |
| 1917-18 | 371 |
| 1918-19 | 309 |
| 1919-20 | 508 |
| 1920-21 | 1344 |
| 1921-22 | 871 |
| 1922-23 | 1254 |
| 1923-24 | 2025 |
| 1924-25 | 1670 |
| **1925-26 | 2320 |
| 1926-27 | 3076 |
| 1927-28 | 3912 |
| 1928-29 | 3509 |
| 1929-30 | 3919 |
| 1930-31 | 4503 |
| 1931-32 | 3053 |
| 1932-33 | 4687 |
| 1933-34 | 2536 |
| 1934-35 | 2014 |
| 1935-36 | 2782 |
| 1936-37 | 2384 |
| 1937-38 | 2331 |
| 1938-39 | 4028 |
| 1939-40 | 2775 |
| 1940-41 | 3400 |
| 1941-42 | 3100 |
| 1942-43 | 2898 |
| 1943-44 | 3502 |
| 1944-45 | 2834 |
| 1945-46 | 2754 |
| 1946-47 | 2802 |
| 1947-48 | 2901 |
| Total | 84,091 |

* Many of these were books belonging to the faculty and should not have been accessioned. Later they were withdrawn.

** Moved into new library building in February, 1926.

## *CIRCULATION
May 1, 1947 - April 30, 1948

| Class by Subject | 000 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | B | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 264 | 3449 | 3786 | 7016 | 606 | 1615 | 1994 | 3736 | 8025 | 5306 | 326 | 36123 |
| 3 and 7 day | 8 | 184 | 1008 | 609 | 11 | 45 | 70 | 22 | 162 | 79 | 13 | 2211 |
| ***Reserves | | | | | | | | | | | | 43670 |
| | 272 | 3633 | 4794 | 7625 | 617 | 1660 | 2064 | 3758 | 8187 | 5385 | 339 | 82004 |

### REGULAR AND SUMMER SESSIONS

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 257 | 3366 | 3703 | 6832 | 598 | 1553 | 1930 | 3632 | 7849 | 5160 | 321 | 35201 |
| 3 and 7 day | 8 | 183 | 999 | 606 | 11 | 43 | 70 | 22 | 161 | 79 | 13 | 2195 |
| ***Reserves | | | | | | | | | | | | 43596 |
| | 265 | 3549 | 4702 | 7438 | 609 | 1596 | 2000 | 3654 | 8010 | 5239 | 334 | 80992 |

### **VACATION PERIODS

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 day | 7 | 83 | 183 | 184 | 8 | 62 | 64 | 104 | 176 | 146 | 5 | 922 |
| 3 and 7 day | | 1 | 9 | 3 | | 2 | | | 1 | | | 16 |
| ***Reserves | | | | | | | | | | | | 74 |
| | 7 | 84 | 92 | 187 | 8 | 64 | 64 | 104 | 177 | 146 | 5 | 1012 |

### AVERAGE DAILY CIRCULATION

| | Regular Sessions | Vacation Periods |
|---|---|---|
| 14 day | 121.80 | 21.44 |
| 3 and 7 day | 7.59 | .37 |
| Reserves | 150.85 | 1.72 |
| | (based on 289 days) | (based on 43 days) |

*As the Library has open stacks, these statistics do not include reference and other books used only in the Library and not signed for.

**Vacation periods are days between terms on which the Library is open. The University year is divided as follows for statistical purposes: Regular Sessions, 227 days; Summer Sessions, 62 days; Vacation Periods, 43 days; Holidays, 5 (Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day); other days closed (including Sundays during summer terms and vacation periods), 29.

***No record of Reserves is kept by class.

CIRCULATION (continued)

INTER-LIBRARY LOANS

| NAME | BOOKS BORROWED | BOOKS LOANED |
|---|---|---|
| A.K. Smiley Public Library | 120* | |
| California Institute of Technology | 2 | |
| California State Library | 66 | |
| Chicago Public Library | 2 | |
| Columbia University Library | 1 | |
| Indiana State Library | 1 | |
| Library of Congress | 3 | |
| Los Angeles Public Library | 12 | |
| New York University Library | 1 | |
| Northwestern University Library | 1 | |
| Notre Dame University Library | 1 | |
| Riverside County Public Library | 2 | |
| Santa Cruz County Library | 2 | |
| Scott Foresman Company | | 1 |
| Smith College Library | | 1 |
| Stanford University Library | 1 | |
| Syracuse University Library | | 1 |
| Tulare County Library | 1 | |
| University of California at Berkeley-Library | 2 | |
| University of California at Los Angeles-Library | 6 | |
| University of California Extension. Dept. of Institutes | | 1 |
| University of Denver Library | | 1 |
| University of Iowa Library | 1 | |
| University of Southern California Library | 2 | |
| Yale University Library | 1 | |
| | 228 | 5 |

*These were all juvenile books used in the study of juvenile literature.

# LIBRARY ACQUISITIONS
April 30, 1948

## COLLECTION BY TYPE

| BOOKS | | PAMPHLETS | | MISCELLANEOUS | |
|---|---|---|---|---|---|
| Reference | 4014 | Information | 7,831 | Pictures (Framed) | 48 |
| General books | 52,021 | Reference | 1,429 | Pictures (Mounted) | 1,259 |
| Bound pdls. | 12,318 | General | 6,962 | Recordings (Albums) | 63 |
| Fed. docs. | 5,812 | Fed. docs. | 26,641 | Recordings(Singles) | 37 |
| State docs. | 565 | State docs. | 3,156 | Slides | 100 |
| Total on hand | 74,730 | Total on hand | 46,019 | | |

## BOOKS

| | | |
|---|---|---|
| Volumes accessioned to April 30, 1947 | | 81,190 |
| Volumes added by gift | 192 | |
| Volumes added by purchase | 1,770 | |
| Bound Periodicals added | 624 | |
| Gov't documents accessioned | 276 | |
| Withdrawn Volumes returned | 3 | |
| Old books on hand | 0 | |
| Theses | 36 | |
| Total | | 2,901 |

Total number accessioned to April 30, 1948.....84,091
Total number withdrawn to April 30, 1948.....9,361

Total number on hand April 30, 1948.....74,730

## PAMPHLETS

| | | |
|---|---|---|
| Pamphlets on hand April 30, 1947 | | 44,918 |
| Number of pamphlets added: | | |
| Government documents | 2,528 | |
| Information file | 333 | |
| Miscellaneous classification | 1,694 | |
| Total | | 4,555 |

Total.....49,473
Number of pamphlets withdrawn..... 3,454

Total number on hand April 30, 1948.....46,019

## PERIODICALS
(currently received)

| | By subscription | By gift | Gov't(gift) | Total |
|---|---|---|---|---|
| Magazines: | 414 | 93 | 26 plus 25(classified) | 558 |
| Newspapers: | 9 | 3 | | 12 |

CLASSIFICATION AND CATALOGING
May 1, 1947 -- April 30, 1948

NUMBER OF BOOKS ADDED IN EACH CLASS

| Class no. | Name of class | Gov't docs. | Ref. | General | Total |
|---|---|---|---|---|---|
| 000 | General works: Encyclopedias, etc... | 6 | 65 | 25 | 96 |
| 100 | Philosophy, psychology, ethics..... | | 1 | 80 | 81 |
| 200 | Religion, Bible, etc..... | | 3 | 150 | 153 |
| 300 | Sociology, economics, education, etc. | 186 | 53 | 432 | 671 |
| 400 | Philology..... | | 3 | 13 | 16 |
| 500 | Science..... | 25 | 1 | 129 | 155 |
| 600 | Useful arts..... | 25 | 10 | 137 | 172 |
| 700 | Fine arts..... | 1 | 13 | 199 | 213 |
| 800 | Literature..... | | 10 | 370 | 380 |
| 900 | History, travel, biography, etc..... | 29 | 21 | 291 | 341 |
| | Totals..... | 272 | 180 | 1826 | 2278 |
| | Pamphlets cataloged (unaccessioned).. | 190 | 13 | 300 | 503 |
| | Books recataloged..... | 3 | | 394 | 397 |
| | Grand total..... | 465 | 193 | 2520 | 3178 |

GOVERNMENT DOCUMENTS

The following report indicates the total number of federal and state documents now available for use. All document series have been entered in a permanent checking record and have cards in catalog and shelf lists.

| | | | |
|---|---|---|---|
| ACCESSIONED | | | |
| Federal Documents: | | | |
| On hand April 30, 1947..... | 5,560 | | |
| Cataloged..... | 260 | | |
| Total | 5,820 | | |
| Withdrawn..... | 8 | | |
| Total on hand April 30, 1948 | | 5,812 | |
| State Documents: | | | |
| On hand April 30, 1947..... | 553 | | |
| Cataloged..... | 12 | | |
| Total | 565 | | |
| Withdrawn..... | 0 | | |
| Total on hand April 30, 1948 | | 565 | |
| Total Federal and State documents..... | | | 6,377 |
| UNACCESSIONED: | | | |
| Federal Documents: | | | |
| On hand April 30, 1947..... | 24,255 | | |
| Cataloged..... | 185 | | |
| Added (Serials Department)..... | 2,201 | | |
| Total | 26,641 | | |
| Withdrawn..... | 0 | | |
| Total on hand April 30, 1948 | | 26,641 | |
| State Documents: | | | |
| On hand April 30, 1947..... | 3,014 | | |
| Cataloged..... | 5 | | |
| Added (Serials Department) | 137 | | |
| Total..... | 3,156 | | |
| Withdrawn..... | 0 | | |
| Total on hand April 30, 1948 | | 3,156 | |
| Total Federal and State documents..... | | | 29,797 |
| GRAND TOTAL OF FEDERAL AND STATE DOCUMENTS, APR.30,1948 | | | 36,174 |

GIFTS
May 1, 1947 - April 30, 1948

| NAME | BOOKS | PAMPHLETS | PERIODICALS | RECORDINGS |
|---|---|---|---|---|
| Anonymous | 2 | 1 | | |
| Armacost, Dr. George H. | 1 | | | |
| Armstrong, Frank H. | 98 | | | |
| Becker, Dr. Gilbert | 2 | | | |
| Bunnell, George H. | | | 18 | |
| Clock, Mrs. Charles H. | 3 | | | |
| Cragg, Professor Nadine | 6 | | 183 | |
| Curtis, Joseph R. | 1 | | | |
| Cutino, Salvatore | | 1 | | |
| Ginsbert, Mrs. Jeannette | 2 | | | |
| Greenway, Professor Frank, Jr. | 3 | | | |
| Hamann, Joyce | 2 | | 1 | 1 album |
| Hanson, Bill | 1 | | | |
| Hess, Natalie | 38 | | | |
| Hidden, Professor Elizabeth | | | 43 | |
| Hill, Professor Edith A. | 43 | | | |
| Ikerman, Mrs. Larry | 5 | | | |
| Landrum, Dr. Grace Warren | 1 | | | |
| Mattingly, Dr. Caroline | 5 | | | |
| Miles, Clarence F. | 2 | | | |
| Pettus, William B. | 1 | | | 30 singles |
| Pisk, Mrs. Martha Frank | 2 | | | |
| Raymer, Dr. Robert | | | 31 | |
| Reynals, Richard | 1 | | | |
| Rickard, Mr. Edgar | 2 | | | |
| Robinson, Kenneth | 1 | | | |
| Soltau, Dr. David | 37 | | 3 | |
| Stigler, Edna Mae | 51 | 5 | | |
| Stroock, Sylvan I. | 1 | | | |
| Troxel, Eugene S. | | | 6 | |
| Wilson, Laurence L. | 2 | | | |
| Miscellaneous (Donors given below) | 100 | 271 | 3 | |
| | 413 | 278 | 288 | 31 |

A. K. Smiley Library
American Jewish Committee
Atchison, Topeka and Santa Fe Ry. System
California Univ. at Berkeley
Denver Public Schools
Educators Washington Dispatch
Fine Arts Press
George Washington University
Hugh W. Long and Company
John Randolph Haynes and Dora Haynes Found.
Labor's non-Partisan League
Park La Turvill
Library of Congress
G. and C. Merriam Company
Metropolitan Life Insurance Co.
Mutual Life Insurance Company
National War Fund
New York University
Petroleum Industry Committee
Russell Sage Foundation
Shell Chemical Corp.(West. Div.)
Standard Oil Company
University of Redlands Book Club

R 318R
1948/49

JUN 8 1949

UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1948 - April 30, 1949

TO THE PRESIDENT:

A larger faculty, larger student body, two large summer sessions, and new projects in addition to some uncompleted projects, have, indeed, resulted in much increased library staff activity. The additional projects include the MacNair Library, the servicing of the audio-visual program, and the processing of the slide collection. The addition of a new member to the staff has been greatly appreciated, for without this additional help the above mentioned projects would have been impossible.

The Harley Farnsworth and Florence Ayscough MacNair Library was the outstanding gift of the year. (For gifts see appended sheet no. 7) It reached the library three days prior to Freshman orientation. Its arrival at a time when other duties demanded the attention of the staff made it impossible to immediately push the project as had been planned. The unpacking, the separating of general and Far Eastern books, and the shelving was done immediately by student assistants under supervision. Unfortunately the ephemeral material which included the private papers of Dr. and Mrs. MacNair had been very badly jumbled in the packing. As it was piled on the work tables, it demanded the immediate attention of the professional staff. It was roughly sorted and placed in boxes temporarily. Other preliminary work included the typing of process cards for all the books, the checking of these for duplications in the library collection, and the ordering of printed catalog cards. The Far Eastern books have been completely checked, and about half of the general books. Many printed cards have been ordered, and 300 volumes have been cataloged. A rough count of the books in the collection places the figures at 1,870 general books, 1,692 Far Eastern and 78 bound and about 470 unbound volumes of periodicals. With this time consuming, but necessary preliminary work out of the way, the staff can now proceed with the cataloging.

A committee consisting of Dr. F. C. Wilcox, Professors Nadine Cragg, Wilbur Gregory, George Hollenberg, Fred Sales, Edward Tritt, and the librarian (chairman) was appointed to work out a plan for unifying the campus program of audio-visual education. An inventory of the equipment on the campus was made by Mr. Curtis. Much of it was turned to the Library as were twenty-two films from the Psychology Department. A new Bell Howell portable movie projector, two classroom screens, a large beaded screen for the Little Theatre, and twenty-four films were purchased during the year. The library purchases, processes and houses the films and other equipment, arranges for rental films, and makes the schedules for the showings. Mr. Earle Curtis serves as projectionist and supervises the use of films and equipment. The rental service has been very satisfactory, and is much more economical than the purchase of films, however, some films are used so frequently that

THE LIBRARY OF THE
JUN 8 - 1949
UNIVERSITY OF ILLINOIS

they should be owned by the University. (See audio-visual statistics on appended sheet no. 4C)

The slide collection has six hundred slides, all of which have been classified and cataloged this year. The new slide cabinet which has slide frames that pull out so the slides are visible without their removal, provides the same elasticity for the insertion of new slides as do the book stacks for new books. These frames can be purchased separately, and will eventually provide space for six thousand two hundred forty slides. Mr. Curtis has photographed and made slides of materials found in books and needed by the Humanities Staff. He also made many of the most needed 3" X 4" slides into 2" X 2" slides. The cost of this project was less than the cost of housing the larger slides.

A meeting of representative students from the different dormitories, the Dean of Women, Dean of Men, the Librarian and Assistant Librarian was held for a discussion of possible dormitory libraries, during the spring of 1948. It was the belief of the students that such libraries were unnecessary and would not be used. The nearness of the main library to the dormitories, and the lack of student cooperation were two main reasons. It was decided to experiment with a collection in University Hall for the remainder of the year. Fifty readable books were sent to University Hall, but their use was negligble. The matter was then dropped.

The new twelve tray visible file unit for the government publications has provided the necessary space for their checking records, and that project is now complete. It also freed a six tray unit which provided enough space for the general serials records in the Bibliographer's office.

A file of periodicals by subject fields has been completed. One can now readily ascertain the periodicals in sociology, education, religion, music, et cetera. It is not only an aid to library users, but it enables the library to keep a better balance of periodicals for the different subject fields.

The propaganda was sorted, rearranged and filed in the main floor work room with cards placed in the periodical checking record drawer to guide the public to its location, and instruct the staff in its handling. This includes periodical publications from various countries, et cetera.

More opportunity for the display of books in the rotunda was made possible by the addition of two low double faced bookcases, and a specially designed display rack. They add much to the appearance of that area. The three new typewriters ordered in 1946 finally arrived early last summer, and have seen active service since that time. The University carpenter built a very fine book truck. Its long, wide shelves make it a very useful tool in the Catalog Department. A new nine foot double faced book stack was built for the reserve room. This affords space for all the humanities reserve books at the desk, and makes their handling much more efficient. A unit of forty-five trays has been purchased and will be added to the card catalog in the near future. This will afford card catalog space for three or four years of normal growth.

The Library in its service abroad turned some 230 books to the Bonn University drive. These books were gifts which had duplicates in the library collection, or were text books. Some had been given to the library for this purpose.

PERSONNEL

Miss Helen Maul was added to the professional staff in September after eight months of searching for a catalog assistant. Since she was without experience she has been given such responsibilities in the public services and in the catalog department as would relieve Miss Oakes for the more complicated processes. She has the responsibility of the audio-visual aids library service. While young, she is an intelligent, conscientious and enthusiastic worker.

Mrs. Jean (Ballantyne) Leonard, an alumna of the University of Redlands, replaced Mrs. Pisk in the public service division, as circulation assistant. She carries much of the clerical responsibility at the loan desk, such as the routine handling of deposits and borrowers' cards, the filing of daily charges, the sending of notices of overdue books, the billing of lost books, and the processing of books requested for reserve. She supervises the student assistants who work in the circulation department.

Miss Cecilia Burch, a high school librarian of Warren, Pennsylvania, was employed during the summer of 1948 to assist in the public services because of the very heavy load during the summer sessions. She proved herself a real asset to the library staff, and will be with the library again this summer.

All professional members of the staff are members of the American Library Association, the California Library Association, the Association of College and Reference Libraries and the Conference of College and University Librarians of Southern California. All but one are members of the American Association of University Professors, and all the women are members of the American Association of University Women. Miss Oakes and Miss Maul are members of the Los Angeles Regional Catalogers' Group. The Misses Smith and Maul and Mr. Caverhill are members of Phi Beta Kappa. Mr. Caverhill is also a member of the Society for the Advancement of Scandinavian Studies, and the Modern Language Association. Miss Maul is also a member of the Association for the Advancement of Science, and the American Museum of Natural History.

The Librarian has served as a member of the Executive Committee of the Conference of College and University Librarians of Southern California, and is a member of the Nominating Committee of the California Library Association, a member of the Fellowships-Scholarships Committee of the Redlands Branch of the American Association of University Women, and on the campus is a member of the Committee on Graduate Study, of the Convocation Committee and chairman of the Audio-Visual Aids Committee. Mr. Caverhill was recently appointed chairman of the Regional Cooperation Committee of the Southern District of the California Library Association.

He served as a member of the Special Committee on Recruiting of the Association of College and University Libraries. He is treasurer of the local chapter of American Association of University Professors.

Mr. Caverhill has taught a course each semester at the University of Redlands, and has taken a graduate course each semester at the University of Southern California on Saturdays. The section, THE RELATION OF RELIGION TO LITERATURE in the GUIDE TO COMPARATIVE LITERATURE which is being sponsored by the American Library Association was contributed by the local Humanities. Staff. Mr. Caverhill was a contributor and edited all the entries.

Community activities of staff members have included talks to and membership in local clubs, such as the Browsers' Club, P.E.O., The Contemporary Club, the Evening Auxiliary, the Y.W.C.A., et cetera. Mrs. Carlson and Miss Smith sing in the Baptist and Congregational choirs, respectively, and the latter teaches a church school class. Miss Oakes has been a sponsor for the World Wide Guild. The Librarian is one of the official delegates of the First Baptist Church to the Redlands Council of Churches and is a member of the Council's Committee of Social Education and Action.

A meeting of the Faculty-Trustee Library Committee was held in March at which time the proposed budget for 1949-50 was discussed and voted. Earlier in the year a joint meeting of this Committee and the Library Development Committee was held for the discussion of plans and views to be presented to the architect for the proposed new addition to the library building. The architect is now working on these plans. The library is very fortunate in the membership of its committees. The Trustee members, Mrs. Arthur Gatter and Dr. Theron Chastain, are unusually well qualified. Their intelligent interest is very much appreciated.

(For names of personnel see appended sheet no. 1)

REFERENCE AND CIRCULATION

The many services to the public cannot be readily recorded in reports, but the statistics for circulation (Appended sheet no. 4A) indicate the activity at the loan and reserve desks. Mr. Caverhill has charge of the public services which includes the responsibility for the supervision of most of the student assistants.

The Assistant Librarian is carefully checking on the reference collection. Such books as are no longer needed as reference tools are sent to the stacks, and books now in the stacks which would have a greater value as reference tools are being shelved in the reference room. This project also reveals the areas where additional books should be purchased.

The important indexes, such as ESSAY INDEX, BIOGRAPHY INDEX, et cetera, have been checked with the card catalog, and the call numbers entered so as to make these tools more valuable. This project also points toward needed purchases.

Biographical reference aids are being purchased as rapidly as possible

for the biographical inquiries are always frequent and many times difficult. Biographical "blurbs" on the jackets of new books are being clipped and added to the information file, and a biography card index for difficult names has been started. The catalog for recordings has been completed.

Bibliographic aids and research assistance to seniors and graduate students is an important phase of reference services. This includes the checking and expediting of requests for inter-library loans. There have been 112 more such loans this year than last.

The library station at University Hall was discontinued with this last autumn because the use of books during the preceding semester did not justify the additional expense. With evening bus service from the Hall, the girls seemingly prefer to do their studying in the library.

The reserve room has been manned with student assistants, only, this year. Previously the circulation assistant had charge of this desk, but this year she was placed at the loan desk. This seems to be the better arrangement, but a full time clerical worker is needed very much with the reserves. There is too great a daily turnover in helpers when students only are used, and the service lacks the necessary continuity. Many times the only contact a student has with the library is through the reserve room.

ACQUISITIONS

This year has been one of adjustment in the area of book buying. During the past several years the publishing business has faced trying times. Books were soon out of print, and many orders have been held for a period of several years. This resulted in a backlog of orders which made a difficult situation in our library since book funds cannot be held over at the end of a year. Another difficulty has been that no adequate estimate could be made on these outstanding orders, as the costs of the books are usually appreciably more than when they were ordered.

Mrs. Carlson has concentrated on the order files, and at last, after much correspondence and careful checking the office records indicate only such outstanding orders as will be filled within a reasonable time. If agents are still searching for out of prints, they must quote costs and new orders will be placed.

Mrs. Carlson has also started a new "want list" and is completely renovating the old file. She has completed the checking of the serials, exclusive of magazines and government publications, and has placed their checking cards in a visible file.

The last volumes of THE AMERICAN STATE PAPERS were added during the year as were twenty-two volumes of NILES WEEKLY REGISTER. These complete the first fifty volumes. The forty-eight volume set of Johann Sebastian Bach's WERKE, the seven volume set of Halkett and Laing's DICTIONARY OF ANONYMOUS AND PSEUDONYMOUS LITERATURE, and the ten volumes of the Association of Research Libraries DOCTORAL DISSERTATIONS are all welcome additions of the year. The forty-two supplementary volumes of the LIBRARY

OF CONGRESS CATALOG OF PRINTED CARDS have been received. These with the current cumulative volumes give the bibliographic information for all the books cataloged in the Library of Congress since August 1, 1942.

The gifts of the year have been listed on Appended sheet no. 7. Gifts from Mrs. Glen E. Carlson and of Mrs. H. E. Marsh were from the libraries of their deceased husbands. Mr. Clarence G. White was another liberal donor. The books accredited to Dr. H. F. MacNair includes only such items as have been accessioned. (See comments on page 1)

The University of Redlands alumni and former students in Hawaii have formed a REDLANDS IN HAWAII project, and have given some ninety-eight books and pamphlets on Hawaii to the library. These donors are to be commended for this project, and for their realization that this material will be of much greater value, if housed with the main collection rather than as a special collection.

The rental picture collection was increased by twenty-six framed pictures, and the record collection by fifteen new albums. Five hundred new slides and forty-four educational films were placed in the library as a result of the new audio-visual program.

(For description of library collection see appended sheets no. 3 and 5)

CATALOGING

The Catalog Librarians have had an unusually heavy load which is not reflected in statistics. Procedures for the classifying and cataloging of the slide collection, the movie films, and the MacNair Library have had to be worked out. The formation of these policies has required much of Miss Oakes' time and energy, and she is to be commended for the progress made. This has been in addition to routine cataloging, recataloging and refiling in the card catalog. The cards in the first forty-five trays of the card catalog have been refiled according to the revised filing rules.

Miss Maul has been a fine addition to the staff, but her time must be shared with the public services. In addition to her reference work and her cataloging, she has the responsibility of supervising the audio-visual services in the Library. She has done much of the cataloging of the slides. The Humanities and Art Department staffs have been especially grateful for this work. Six hundred slides arranged by subjects with an excellent card catalog near at hand has saved them hours of time in selecting the slides they want to show to their classes.

The work on the MacNair Library, which was previously described, has been largely done by the catalog librarians, and they still have many hours ahead of them on this project.

(See appended sheet no. 6)

CONCLUSION

In the inauguration of procedures for new projects and in the continuation of those previously begun, the library has had an exceedingly busy year. The pressure of work has been especially heavy on the staff. I take this opportunity to express my appreciation for the manner in which each has assumed his responsibilities, and for their fine cooperation in carrying on the activities of the library.

The cooperation of the President, the Business Manager, the Board of Trustees and the Faculty merits special thanks. It is, only, as we work together that the library can function as an instructional tool.

No new projects loom on the horizon for next year, but there is an abundance of work in the continuing of those in process and the regular routine work.

Respectfully submitted,
Esther Hile

Esther Hile
Librarian

## PERSONNEL

(July 1, 1948 - April 30, 1949)

Esther Hile, Librarian, September, 1931 -
Beverley S. Caverhill, Assistant Librarian, September, 1947 -
Charlotte Oakes, Catalog Librarian, January, 1944 -
Maude C. Carlson, Bibliographer, September, 1931 -
August, 1933; April, 1943 -
Wilma Smith, Serials Librarian, August, 1945 -
Helen Maul, Assistant Catalog Librarian, September, 1948 -
Marjorie Knox, Secretary to the Librarian, August, 1944 -
Bernice Stone, Catalog Typist, September, 1946 -
Jean B. Leonard, Circulation Assistant, June, 1948 -
Miss Cecilia Burch, Assistant Reference and Circulation Librarian, Summer Sessions, 1948.

## STUDENT ASSISTANTS

(Students who have worked more than 25 hours)

| | | |
|---|---|---|
| Atkins, Winston | Davidson, Duncan | Lennon, Carolyn |
| Ballesteros, Leonard | Dulin, Mary Lou | Mackaig, Richard A. |
| Bentley, Donna Jean | Edison, William | Prichard, Sam |
| Bolt, Barbara | Fowler, Frances | Reamer, Evelyn |
| Boucher, Lois | Garner, Mary E. | Reitz, Marjorie |
| Bottemiller, Gordon | George, Robert | Reynolds, June |
| Burcher, Jacqueline | Gollery, Stanley | Rohrman, James |
| Chastain, Carol | Harding, Gene L. | Stannard, Raymond |
| Chesnutt, Marthalie | Jenkin, William | Vinson, Charles |
| Clemes, Elizabeth | Jett, Jack R. | Wilson, Donald |
| Cross, R. Nathaniel | Jones, Roderick | Wright, George |

## FACULTY-TRUSTEE LIBRARY COMMITTEE

| | |
|---|---|
| Dr. Theron Chastain, Chairman | (Trustee) |
| Mrs. Arthur J. Gatter | (Trustee) |
| Dr. Frederick Mayer, '49 | (Faculty) |
| Dr. George Hollenberg, '50 | (Faculty) |
| Dr. David Poston, '51 | (Faculty) |
| Dr. George H. Armacost | ex officio |
| Miss Esther Hile | ex officio |

## LIBRARY DEVELOPMENT COMMITTEE

| | |
|---|---|
| Prof. Richard Beaman | '49 |
| Prof. Douglas Eadie | '49 |
| Dr. Wilbur Gregory | '49 |
| Dr. Frederick Mayer | '49 |
| Dr. Lester Phillips | '49 |
| Dr. George Hollenberg | '50 |
| Dr. David Poston | '51 |
| Dr. George Armacost | ex officio |
| Miss Esther Hile | ex officio |

# LIBRARY BUDGET
July 1, 1948 - June 30, 1949

| | | | |
|---|---|---|---|
| Personnel: | | | |
| Salaries | 25,104.00 | | |
| Annunities | 424.00 | | |
| Student assistants | 8,780.00 | | |
| | | 34,308.00 | |
| Administration: | | | |
| Postage | 100.00 | | |
| Supplies | 1,446.00 | | |
| Repairs | 56.75 | | |
| Telephone | 202.00 | | |
| Travel | 200.00 | | |
| | | 2,004.75 | |
| Books and periodicals | | | |
| General appropriation | 10,450.00 | | |
| For Bach's Werke | 400.00 | | |
| | | 10,850.00 | |
| Equipment | | 740.50 | |
| Audio-visual aids: | | | |
| Films | 500.00 | | |
| Equipment | 700.00 | | |
| | | 1,200.00 | |
| Other | | 19.50 | |
| Total | | | 49,122.75 |

## BOOK BUYING GUIDE LINES (RETAIL)
(not revised for 1948-49)

| Subject field items: | | General items: | |
|---|---|---|---|
| Art | 200.00 | Biography | 150.00 |
| Astronomy | 40.00 | Continuations | 600.00 |
| Botany | 75.00 | General | 200.00 |
| Chemistry | 140.00 | Gov't. publ. | 200.00 |
| Economics | 350.00 | Periodicals | 3750.00 |
| Education | 270.00 | Reference | 500.00 |
| English | 400.00 | Replacements | 100.00 |
| French | 50.00 | Travel | 100.00 |
| Geology | 75.00 | Unassigned | 300.00 |
| German | 50.00 | | |
| Greek-Latin | 20.00 | | |
| History | 400.00 | | |
| Home Science | 125.00 | | |
| Mathematics | 50.00 | | |
| Music | 150.00 | | |
| Philosophy | 200.00 | | |
| Physical Education | 60.00 | | |
| Physics | 185.00 | | |
| Political Science | 200.00 | | |
| Psychology | 200.00 | | |
| Religion | 175.00 | | |
| Sociology | 200.00 | | |
| Spanish | 50.00 | | |
| Speech | 75.00 | | |
| Zoology | 60.00 | | |

VOLUMES ADDED TO THE LIBRARY EACH YEAR

| Year | Number |
|---|---|
| 1910 -11 | 1680[x] |
| 1911 -12 | 0 |
| 1912 -13 | 482 |
| 1913 -14 | 203 |
| 1914--15 | 591 |
| 1915 -16 | 502 |
| 1916 -17 | 261 |
| 1917 -18 | 371 |
| 1918 -19 | 309 |
| 1919 -20 | 508 |
| 1920 -21 | 1344 |
| 1921 -22 | 871 |
| 1922 -23 | 1254 |
| 1923 -24 | 2025 |
| 1924 -25 | 1670 |
| [xx]1925 -26 | 2320 |
| 1926 -27 | 3076 |
| 1927 -28 | 3912 |
| 1928 -29 | 3509 |
| 1929 -30 | 3919 |
| 1930 -31 | 4503 |
| 1931 -32 | 3053 |
| 1932 -33 | 4687 |
| 1933 -34 | 2536 |
| 1934 -35 | 2014 |
| 1935 -36 | 2782 |
| 1936 -37 | 2384 |
| 1937 -38 | 2331 |
| 1938 -39 | 4028 |
| 1939 -40 | 2775 |
| 1940 -41 | 3400 |
| 1941 -42 | 3100 |
| 1942 -43 | 2898 |
| 1943 -44 | 3502 |
| 1944 -45 | 2834 |
| 1945 -46 | 2754 |
| 1946 -47 | 2802 |
| 1947 -48 | 2901 |
| 1948 -49 | 5252 |
| TOTAL | 89,343 |

[x] Many of these were books belonging to the faculty and should not have been accessioned. Later they were withdrawn.

[xx] Moved into new library building in February, 1926.

## *CIRCULATION

May 1, 1948 to April 30, 1949

| Class by Subject | 000 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | B | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 242 | 3246 | 3906 | 6489 | 475 | 1805 | 2024 | 3174 | 8244 | 4668 | 297 | 34,570 |
| 3 and 7-day | 7 | 46 | 400 | 2569 | 7 | 17 | 24 | 20 | 27 | 14 | | 3,131 |
| *** Reserves | | | | | | | | | | | | 38,212 |
| Totals | 249 | 3292 | 4306 | 9058 | 482 | 1822 | 2048 | 3194 | 8271 | 4682 | 297 | 75,913 |

REGULAR SEMESTERS AND SUMMER SESSIONS

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 235 | 3155 | 3801 | 6252 | 464 | 1773 | 1955 | 3099 | 8022 | 4515 | 285 | 33,556 |
| 3 and 7-day | 7 | 46 | 386 | 2567 | 7 | 17 | 24 | 20 | 27 | 14 | | 3,115 |
| *** Reserves | | | | | | | | | | | | 38,126 |
| Totals | 242 | 3201 | 4187 | 8819 | 471 | 1790 | 1979 | 3119 | 8049 | 4529 | 285 | 74,797 |

**VACATION PERIODS

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 7 | 91 | 105 | 237 | 11 | 32 | 69 | 75 | 222 | 153 | 12 | 1,014 |
| 3 and 7-day | | | 14 | 2 | | | | | | | | 16 |
| ***Reserves | | | | | | | | | | | | 86 |
| Totals | 7 | 91 | 119 | 239 | 11 | 32 | 69 | 75 | 222 | 153 | 12 | 1,116 |

AVERAGE DAILY CIRCULATION

REGULAR SEMESTERS AND SUMMER SESSIONS

14-day ..... 117.74
3 and 7-day..... 10.92
Total .....128.67

Reserves .....133.70
(based on 285 days)

VACATION PERIODS

14-day.....22.00
3 and 7-day..... .34
Total.....22.34

Reserves.....1.86
(based on 46 days)

*As the Library has open stacks, these statistics do not include reference and other books, periodicals, and pamphlets used only in the Library and not signed for.

**Vacation periods are the days on which the Library is open between terms. The 1948-49 University year was divided as follows for statistical purposes: Regular Semesters, 220 days; Summer Sessions (2), 65 days; Vacation periods (only the days open), 46 days; University Holidays (Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Years Day are usual holidays), 10 days; other days, including Sundays during Summer Sessions and Vacation periods, 24 days.

***No record is kept of the Reserve circulation by class. Reserve books are ordinarily loaned for one hour and overnight.

CIRCULATION (continued)

INTER-LIBRARY LOANS

| NAME | BOOKS BORROWED | BOOKS LOANED |
|---|---|---|
| A. K. Smiley Public Library | 292 * | |
| American Library Association | 3 | |
| California Institute of Technology | 1 | |
| California State Library | 13 | |
| University of California at Berkeley - Library | 8 | |
| University of California at Los Angeles-Library | 4 | |
| University of Cincinnati - Library | | 1 |
| Columbia Teachers College - Library | 2 | |
| Harvard University Library | 1 | |
| University of Illinois Library | 1 | |
| University of Iowa Library | 2 | |
| Los Angeles County Public Library | 2 | |
| University of Michigan Library | 2 | |
| University of Missouri Library | | 1 |
| University of Nebraska Library | 1 | |
| Northwestern University Library | 1 | |
| Orange County Library | 1 | |
| University of Pennsylvania Library | 1 | |
| Riverside Public Library | 1 | |
| Solano County Library | 1 | |
| University of Southern California Library | 4 | |
| Stanford University Library | 1 | |
| Texas State College Library | | 1 |
| | 342 | 3 |

* These were all juvenile books used in the study of juvenile literature.

CIRCULATION (continued)

## AUDIO-VISUAL EDUCATION
May 1, 1948 to April 30, 1949

This report includes statistics for the audio-visual program as administered by the Library under the Audio-visual Education Committee. Some departments have retained some of their slides, movies and equipment. The use of such is not included in this report. For material regarding the operation of the program see pages 1 and 2 of this report. For the number of framed pictures, movies, recordings, slides, et cetera, in the Library see "Appended sheet no. 5, COLLECTION BY TYPE - MISCELLANEOUS".

| | | |
|---|---|---|
| * FILMS SHOWN (October 1, 1948 - April 30, 1949) | | |
| Rentals | 109 | |
| University of Redlands films | 107 | |
| Total | | 216 |
| ** SLIDES LOANED (March 15 - April 30, 1949) | | 293 |
| RECORDINGS LOANED | | 745 |
| FRAMED PICTURES RENTED | | 124 |

* This project did not begin operation until October 1, 1948.

** The slides were not serviced by the library until March 15, 1949.

NOTE: Fifteen films requested for rental were not available at the time needed, or arrived too late for showing.

---

REQUESTS FOR ALL TYPES OF AUDIO-VISUAL SERVICE BY DEPARTMENTS

| | |
|---|---|
| Psychology | 74 |
| Science | 59 |
| Home science | 49 |
| Physical education | 44 |
| Humanities | 25 |
| History, government, economics | 12 |
| Music | 8 |
| Business | 6 |
| Religion | 3 |
| Languages | 1 |
| Student organizations | 14 |
| Other | 5 |

# LIBRARY ACQUISITIONS
April 30, 1949

## COLLECTION BY TYPE

| BOOKS | | PAMPHLETS | | MISCELLANEOUS | |
|---|---|---|---|---|---|
| *Reference | 4,210 | Information | 8,231 | Pictures (Framed) | 74 |
| *General books | 55,705 | *Reference | 1,444 | Pictures (Mounted) | 1,259 |
| Bound pdls. | 12,961 | *General | 8,340 | Recordings (Albums) | 78 |
| Fed. docs. | 6,028 | Fed. docs. | 28,681 | Recordings (Singles) | 37 |
| State docs. | 551 | State docs. | 3,289 | Slides | 600 |
| | | | | Educational Films | 44 |
| Total on hand | 79,455 | Total on hand | 49,985 | | |

## BOOKS

| | | | |
|---|---|---|---|
| Volumes accessioned to April 30, 1948 | | 84,091 | |
| Volumes added by gift | 2685 | | |
| Volumes added by purchase | 1636 | | |
| Bound periodicals added | 645 | | |
| Gov't. documents accessioned | 252 | | |
| Withdrawn volumes returned | 11 | | |
| Old books on hand | 5 | | |
| Theses | 18 | | |
| Total | | 5,252 | |
| Total number accessioned to April 30, 1949 | | | 89,343 |
| Total number withdrawn to April 30, 1949 | | | 9,888 |
| Total number on hand April 30, 1949 | | | 79,455 |

## PAMPHLETS

| | | | |
|---|---|---|---|
| Pamphlets on hand April 30, 1948 | | 46,019 | |
| Number of pamphlets added: | | | |
| Government documents | 2182 | | |
| Information file | 1217 | | |
| Miscellaneous classification | 1405 | | |
| Total | | 4,804 | |
| Total | | | 50,823 |
| Number of pamphlets withdrawn | | | 838 |
| Total number on hand April 30, 1949 | | | 49,985 |

## PERIODICALS

(currently received)

| | By subscription | By gift | Gov't. (gift) | TOTAL |
|---|---|---|---|---|
| Magazines: | 434 | 88 | 47 | 569 |
| Newspapers: | 9 | 3 | | 12 |

*Includes MacNair collection: Reference 27; General 35; Far Eastern 237

CLASSIFICATION AND CATALOGING

May 1, 1948 -- April 30, 1949

NUMBER OF BOOKS ADDED IN EACH CLASS

| Class no. | Name of class | Gov't. docs. | Ref. | General | Total |
|---|---|---|---|---|---|
| 000 | General works: Encyclopedias, etc..... | 4 | 67 | 24 | 95 |
| 100 | Philosophy, paychology, ethics..... | | | 73 | 73 |
| 200 | Religion, Bible, etc..... | | 2 | 173 | 175 |
| 300 | Sociology, economics, education, etc... | 159 | 90 | 510 | 759 |
| 400 | Philology..... | 1 | 5 | 36 | 42 |
| 500 | Science..... | 29 | 2 | 117 | 148 |
| 600 | Useful arts..... | 23 | 9 | 131 | 163 |
| 700 | Fine arts..... | 1 | 4 | 230 | 235 |
| 800 | Literature..... | | 67 | 498 | 565 |
| 900 | History, travel, biography, etc..... | 20 | 24 | 382 | 426 |
| | Totals..... | 237 | 270 | 2174 | 2681 |
| | Pamphlets cataloged (unaccessioned).... | 135 | 19 | 213 | 367 |
| | Books recataloged..... | 29 | | 131 | 160 |
| | GRAND TOTAL..... | 401 | 289 | 2518 | 3208 |

AUDIO - VISUAL

| | |
|---|---|
| Slides cataloged..... | 600 |
| Educational films cataloged..... | 44 |

GOVERNMENT DOCUMENTS

ACCESSIONED

Federal Documents:

| | | | |
|---|---|---|---|
| On hand April 30, 1948..... | 5,812 | | |
| Cataloged..... | 232 | | |
| Total..... | 6,044 | | |
| Withdrawn..... | 16 | | |
| Total on hand April 30, 1949..... | | 6,028 | |

State Documents:

| | | | |
|---|---|---|---|
| On hand April 30, 1948..... | 565 | | |
| Cataloged..... | 5 | | |
| Total..... | 570 | | |
| Withdrawn..... | 19 | | |
| Total on hand April 30, 1949..... | | 551 | |
| Total Federal and State documents..... | | | 6,579 |

UNACCESSIONED:

Federal Documents:

| | | | |
|---|---|---|---|
| On hand April 30, 1948..... | 26,641 | | |
| Cataloged..... | 131 | | |
| Added (Serials Department)..... | 1,910 | | |
| Total..... | 28,682 | | |
| Withdrawn..... | 1 | | |
| Total on hand April 30, 1949..... | | 28,681 | |

State Documents:

| | | | |
|---|---|---|---|
| On hand April 30, 1948..... | 3,156 | | |
| Cataloged..... | 4 | | |
| Added (Serials Department)..... | 137 | | |
| Total..... | 3,297 | | |
| Withdrawn..... | 8 | | |
| Total on hand April 30, 1949..... | | 3,289 | |
| Total Federal and State Documents..... | | | 31,970 |
| GRAND TOTAL OF FEDERAL AND STATE DOCUMENTS, April, 30, 1949..... | | | 38,549 |

GIFTS
May 1, 1948 - April 30, 1949

| NAME | BOOKS | PAMPHLETS | PERIODICALS | FILMS | RECORDINGS | OTHER |
|---|---|---|---|---|---|---|
| Abbott, Dr. C. H. | 77 | | | | | [illegible] |
| Anonymous | 1 | | | | | |
| Bromberger, Prof. F. S. | 1 | | | | | |
| California, State of | | | | 1 | | |
| Carlson, Mrs. Glen E. | 165 | 161 | | | | |
| Folkins, Dr. E. H. | | | 126 | | | |
| Hathaway, Louise | 1 | | | | | |
| Hidden, Elizabeth | | | 60 | | | |
| Huntley, Mrs. | | | 21 | | | |
| Huss, R. B. | | 1 | | | | |
| Johnson, Mrs. Philander | 1 | | | | | |
| Kingsbury, Dr. Forrest | 2 | | | | | |
| La Point, Edna | | 1 | | | | |
| McAllister, Very Rev. Chas. E. | 1 | | | | | |
| McClelland, Mrs. | 10 | | | | | |
| x McNair, Harley Farnsworth | 2,227 | | | | | |
| Marsh, Mrs. H. E. | 51 | | | | | |
| May, Miss Clara | 2 | | 1 | | | |
| Mitchell, Mr. D. H. | 1 | | | | | |
| Nichols, Dr. E. R. | 3 | | | | | |
| Phillips, Dr. Lester | 1 | | | | | |
| Price, Prof. Eva | 4 | | | | | |
| Raymer, Dr. Robert | | | 65 | | | |
| xx Redlands in Hawaii | 98 | 21 | 2 | | | 4 |
| Sackett, Sam | 1 | | 13 | | | |
| Soltau, Dr. David | 1 | | | | | |
| Sorenson, Mrs. Anna J. | 1 | | | | | |
| Stafford, Prof. Howard | 15 | | | | | |
| Strauss, Dr. Wm. L. | 1 | | | | | |
| Sunderland, R. E. | | | | | | 85 |
| Turner, Nancy Byrd | 1 | | | | | |
| U. of R. Book Club | 4 | | | | | |
| Wallis, Charles L. | 1 | | | | | |
| White, Mr. Clarence G. | 232 | | | | | |
| Miscellaneous, corporations, etc. | 40 | | | | | |
| TOTAL | 2,943 | 183 | 289 | 1 | xxx | 89 |

xx Akana, Sen. T.
Bishop Museum
Ching, Peter
Department of Public Instruction
Department of Public Welfare
Fleming, Mary E.
Hawaii, Statehood Commission
Hong Kwun Pang
Honolulu Chamber of Commerce
Honolulu Council of Social Agencies
Jackson, Sam
Lai, Jennie Kam Sheong
Lai, Kum Pui
Lai, Morris Kwong You
Lai, Violet Lau
Lai, Alma Yuke Lin
Lions Club of Honolulu
MacMillan, John
Mahikoa, Ainsley
Pacific Publishers
Palama Settlement
Territorial Department of Health
U. S. Geological Survey
University of Hawaii Agricultural Experiment Station
University of Hawaii
Wakukawa, Ernest
Yong Pang, Richard

x Statistics incomplete.

xxx Other includes, maps, music et cetera.

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UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1949 - April 30, 1950

TO THE PRESIDENT:

The Library has been the scene of great activity this year, and many have been the problems. It is a source of great satisfaction to me that you, our President, have an understanding of the function of a college library, and a realization that it must have well qualified personnel, books and equipment, if it is to have a measure of success in achievement. I thank you for your cooperation. To the members of the Board of Trustees, I wish, also, to express thanks.

No new projects were inaugurated this past year, but much has been accomplished in reorganizing staff duties, streamlining processes, and making considerable headway in catching up on unfinished projects. This backlog has been a source of concern and discouragement to the Library Staff for it has been impossible to keep abreast of the processing of books, government publications, periodicals, pamphlets, pictures, slides and recordings. Even so, it has seemed that these technical processes have taken the lion's share of attention, as there has been insufficient time available for adequate service to students and faculty.

Why should this be true? What can be done? During the past ten years the Library Staff has been increased eighty per cent, and the budget one hundred sixty-five per cent. Have these increases been justified? Are they in line with the general expansion of the University? These are questions which the Librarian has been trying to answer. As a result, this is not a "play by play" report of the year's activities, but an attempt to show the results of this questioning. For the work of the year, please note the Appemded Sheets at the end of this report.

A comparison of the statistics of ten years ago with those of this year indicates changes which have greatly affected the Library. This comparison is shown below:

| | |
|---|---|
| Net grand total enrollment increased over | 138% |
| Faculty increased between | 40 and 45% |
| Alumni graduated in the period increased over (1000 of the 3685 graduated in the past five years. 85 graduated in 1945; 343, in 1949) | 86% |
| Graduate student enrollment increased | 80% |
| Undergraduate student enrollment increased about | 72% |
| Summer session enrollment increased over | 516% |
| Hours per week Library is open increased | 25% |

THE LIBRARY OF THE
JUL 12 1950
UNIVERSITY OF CALIFORNIA

It would seem that, with an increase of 138% enrollment, the 80% increase in library personnel is, not only justified, but insufficient. But this increase in numbers does not tell the whole story, for it is commonly recognized that faculty, upper division and graduate students, make much greater use of the Library's resources than do the lower division students, and these far outnumber the lower division students on this campus. The American Library Association suggests the following measuring rod: If a lower division student counts one unit, then an upper division

counts two; an honor student, three; a graduate student, four; a faculty member, five.

There are other factors which have affected the Library. Several new responsibilities have been added in recent years. Each new project requires the careful planning of procedures for processing and servicing. Then time and personnel for the initial preparation and the continuing care and servicing must be provided. Among these new projects and responsibilities are the slide collection, the audio-visual program, the MacNair Library, the recordings, and the framed pictures for students' rooms. The first three of these were begun in 1948-49, and the vast amount of time required for them almost submerged the Catalog Department.

The accelerated program has injected other complications. With the almost continuous sessions of school, there is no free time for special projects; for an appraisal of the program, procedures, and services; or, for all important long range planning. It is difficult to arrange the vacations for nine staff members without seriously handicapping the services. The 1940 summer session of one term, 198 students and five vacations, differs greatly from that of 1949 with two terms, 1220 students and nine vacations.

In an attempt to meet the vacation problem, an interim librarian is appointed for the period of the summer sessions. This is a real help, but it is impossible for such a librarian to make as great a contribution as could a regular member of the staff. Last summer, it was necessary to employ additional professional assistance to assume the responsibility for the special library setup for the Conference conducted by the State Department of Education. This is being done again this summer.

The crowded condition of the Library building is becoming more and more of a problem. The reading rooms were designed for a student body of five to seven hundred, but are having to serve one of some twelve hundred. The problem of shelving is becoming more and more acute. We are now in the midst of a complete shift in the stacks in order to better accomodate some of the crowded areas, and it has been necessary to store some of the collection in boxes in the basement of Fairmont. A recent gift of geological periodicals is awaiting a like fate as there is no available stack space. The practice of "book selection in reverse", indicated by the withdrawals listed on Appended Sheet, No. 3, is another method of relieving the stacks. The housing of the MacNair Library in the Catalog Department has robbed the technical processes of valuable space formerly available for shelving gifts and books in process, duplicate copies awaiting disposal, books awaiting withdrawal, and other mobile projects. To help alleviate this situation, shelves are to be constructed in the lower hall for the shelving of the bibliographic tools needed by the order and catalog personnel and by the general public.

In the reorganization and streamlining program, it has been the aim to unify the activities of each division, to equalize the responsibilities of the librarians, and to carefully classify professional, sub-professional and clerical aspects of the program. The greatest changes in reorganization have been in the reference, circulation and acquisitions divisions. By the end of the summer, it is hoped that all duties will have been transferred to their rightful divisions. The project of classifying duties is still in process.

In order to serve twelve hundred students and faculty, efficiently and satisfactorily, the seemingly endless clerical details involved must be attended to accurately and efficiently. Many of these can be done very well by student assistants, but many require the special knowledge and skills acquired in professional training. A nonprofessional assistant can, through "in service" training, learn those which are on the borderline between the professional and clerical, and become proficient in their performance, and, thus, relieve the librarians for work of professional caliber.

Miss Bernice Stone, who has been a catalog assistant for the past four years, is an example of what can be done by such training. She has been given projects which, formerly, had to be done by the catalogers. In turn, she supervises students in doing some of her former work. "In service" training is a good investment, if the trainee remains on the staff long enough to pay for the time and energy of the Librarian, who has trained her. Another example, is Mrs. Jean Leonard, who has been circulation assistant at the main loan desk for two years. Student assistants are capable of giving very good service, if properly directed and supervised, but they cannot replace the full time nonprofessional assistant.

This is not due to a lack of ability, but school and its activities are their first interests, they work on an average of ten to twelve hours per week, and the majority leave the campus for the intermissions between sessions and holiday vacations. It is extravagant to use the time of a librarian to teach them the subprofessional skills. They make a real contribution in charging and discharging books, filing cards, typing, shelving, lettering, mending, mounting pictures, processing pamphlets, checking the receipt of current periodicals and government publication series, checking gifts and book requests with the card catalog, typing book orders, checking shipment of books with orders and invoices, accessioning, embossing, and many other time consuming details which must be carefully and accurately performed. These must be carefully supervised, and a professional member of the staff must do it, if there is no nonprofessional assistant available. This does not mean that the librarians have no work to do, but that they are given the opportunity to render the type of service for which they have been trained, and are paid. Efficient service to the public must be the first concern of the staff, and this can be best and most economically achieved by the librarians, nonprofessional assistants and students being given responsibilities for which they are, or can be trained.

The Librarian has the responsibility of all financial transactions. In order to know just how the various subject fields fared in the distribution of funds, a table was made showing the amount spent for separate titles, continuations, periodicals and reference tools in each. Before the subscription orders were placed, each professor was given a list of the magazines in his field with the request that he check it for the dropping of those titles no longer needed, and the addition of new titles. The continuations were carefully studied, and such as the librarians questioned were referred to the professors immediately concerned. Each professor was sent a list of the courses of his department with columns for his checking. He was asked to indicate if the course had much, little, or no need for the Library, and, if the facilities of the Library were excellent, very good, good, or poor. This spring each division was asked to inform the Librarian of all new courses to be offered during 1950-51, and the status of the course in relation to the

Library collection. Another study was made of the student hours actually taught in each course during each of the four sessions. All the above information is invaluable in the formation of bookbuying guide lines for the new year. A special thanks is due the Recorder and her staff for their assistance in giving us the necessary statistics.

The placement of orders has had considerable attention. Unfortunately, many college library books do not carry large discounts. A study of the purchases to date for this year from our principal jobber for in print books, indicates that fifty-five per cent carry a discount of thirty per cent; about seven per cent, a discount of twenty per cent; and over thirty-six per cent, a discount of ten per cent. Less than one per cent had no discount. Many orders are for annuals, series, and separates of organizations, such as the National Education Association. If it is found that the publications received on a membership exceed in value the cost of the membership, the Library takes a membership. A definite attempt has been made to place orders for "out of prints" with those jobbers whose prices are consistently lower than others.

The Library bookkeeping has been adapted to the entries used by the Business Office which makes it possible to check very quickly with the monthly report sent by the Business Office. A budget control file for the purchase of books in each subject field is kept up to date by a student assistant of the acquisitions division. This is invaluable for the Librarian must know the amounts spent and outstanding before approving requests for book purchases.

In general, this has been a year of self examination and appraisal. Many processes have been simplified, and the flow of work has been improved. The members of the staff have been most cooperative. Their suggestions and readiness to accept changes, even if, in so doing, their duties were increased, is greatly appreciated. In the following part of the report, I have attempted to show the nature of the duties of the different divisions. The American Library Association publication, DESCRIPTIVE LIST OF PROFESSIONAL AND NON-PROFESSIONAL DUTIES IN LIBRARIES has been very helpful in our redistribution of the professional and nonprofessional duties.

PERSONNEL

It was with regret that the resignation of Miss Wilma Smith was accepted as of July 1. Our good wishes go with her in her new position on the Wellesley College Staff. Miss Mary I. Dague of Akron University, who was employed in her stead in September, was given the title of Loan instead of Serials Librarian because of a change of duties in the public services. She has assumed her responsibilities in a very satisfactory manner.

Mrs. Anna Clinger Smith, who had completed eighteen years of very successful work as Senior Divisional Librarian and Assistant in the Department of Library Science at the University of Michigan, has served as Catalog Librarian during the absence of Miss Charlotte Oakes, who has been on leave of absence during the past two semesters for study toward her Master's degree at the University of California, Berkeley. Mrs. Smith's appointment was the very happy solution of a difficult situation as it is almost impossible to find catalogers, especially for a ten months period. In addition to her experience at the University of Michigan, she was for several years a high school teacher; for six years she was Head Cataloger at the Lansing, Michigan,

Public Library; and taught cataloging at Emory University in three summer sessions. She has made a real contribution to our Library in her invaluable service in the cataloging of the more difficult books of the MacNair collection.

Miss Cecilia Burch was again employed for the two summer sessions. During the first three weeks of the first summer session, the Early Childhood Education Conference posed a difficult problem as a special library in the Hall of Letters was requested. Mrs. Beverley Caverhill, who is a trained librarian, assumed the responsibility of organizing and administering the library in such manner as to receive the commendation of all those connected with the Conference. She was assisted by Mrs. Frank Bishop, the Librarian of the Redlands Junior High School Library. They will have charge again this summer.

All members of the staff belong to the state and national professional organizations. Mr. Caverhill has again served on the Special Committee on Recruitment of the Association of College and Reference Libraries, and as Chairman of the Regional Cooperation Committee of the Southern District of the California Library Association. The Librarian is Chairman of the College, University and Research Section of the California Library Association. She attended the Regional meeting of the American Library Association which was held at Vancouver, B. C. in August, 1949. Staff members have attended other professional meetings such as, The Regional Group of Catalogers, The Conference of College and University Librarians, and the meeting of the Southern District of the California Library Association.

The staff has been active in campus and community organizations. Mrs. Carlson and Miss Maul sing in church choirs. Mrs. Carlson is Secretary of the campus group of American Association of University Professors, an official delegate of the First Baptist Church to the Redlands Council of Churches, and Library representative of the University of Redlands Archives Committee. She has the responsibility of the assembling, organizing and filing of the University publications. Mr. Caverhill is a member of the Faculty Council. The Librarian is a member of the Administrative Council, the Graduate Study Committee, and the Convocation Committee. She is active in the First Baptist Church and is serving as Secretary of the Sanctuary Committee, and Assistant Secretary of the Primary Department. She is Chairman of the Fellowships-Scholarships Committee of the Redlands Branch of A. A. U. W.

Mrs. Smith served , until leaving her position at the University of Michigan, as Secretary-Treasurer of the Alumni Association of the University of Michigan Library School, and as editor of "Alumni Notes". She is working on a bibliography of the book illustrations of Charles Stanley Rinehart. Mr. Caverhill is collaborating with Dr. Gerhardus J. Holwerda on a bibliography of Dutch literature in English translation for publication in The Netherlands.

Dr. Linn Hattersley was appointed to the Faculty-Trustee Library Committee in addition to Mrs. Arthur Gatter and Dr. Theron Chastain. We welcome him. He has served on this committee in the past, and was always an interested and cooperative member. Mrs. Gatter and Dr. Chastain are to be commended for their continued active interest in the Library's problems and programs.

The student staff has been exceptionally good this year, and few changes in personnel have been necessary. This differs greatly from the war years.

REFERENCE AND CIRCULATION

In the past one librarian has had the responsibility of loan and reference, but, as the enrollment has increased, the reference work has suffered more and more, because of the pressure of the loan work. This last summer, this work and that of the serials librarian was reorganized. The Assistant Librarian was given the responsibility of the reference work and government publications, while the Loan Librarian was given that of loan and the periodicals.

The Assistant Librarian, who is in charge of reference, is the keyman in promoting the teaching function of the Library, but every member of the staff cooperates. Teaching students how to use the tools of the Library, such as, the card catalog, periodical indexes, government publication indexes, bibliographies, subject indexes, picture and information files, and other special tools; and how to follow clues in locating subject matter not easy to find, are some of the phases. All technical processes are planned and executed to facilitate the use of the collection. That needs may be understood, all members of the staff have periods of service with the public.

In addition to this direct assistance to faculty and students, the Assistant Librarian is responsible for all phases of the government publications, except the cataloging; adding and withdrawing pamphlets from the information file; selecting and supervising the mounting of pictures for the picture file; the rental and care of framed pictures; the supervision of searching for missing books; and recommendations for withdrawals and replacements.

The Loan Librarian has the responsibility of the circulation of all books, periodicals, pamphlets, mounted pictures, slides, recordings, films, and microfilm; the shelving of books and care of the stacks; working closely with the faculty in keeping the reserve collection active; and preparing periodicals and books for the bindery. A full time nonprofessional assistant has the direct responsibility of the general loan desk, but students are used in manning the reserve desk, and are supervised by the Loan Librarian.

The full time nonprofessional assistant is invaluable at the main circulation desk in keeping the machinery running smoothly, for class schedules of student assistants make it necessary to have almost hourly changes in personnel, especially in the mornings. The full time assistant bridges the gaps between classes when speedy service is demanded, and keeps the work so planned that one student can readily begin where another leaves off. Her hours of service are scheduled for five days and are concurrent with classes. The night, Saturday and Sunday work can be cared for very well by the students when they can be scheduled for longer periods of time. Mrs. Jean Leonard, the nonprofessional circulation assistant for the past two years, is to be commended on the efficiency of the general circulation service.

## ACQUISITIONS

The good work of organizing and working out the routines in orders has continued. Mrs. Carlson and her very efficient student assistant, Charles Vinson, have done excellent work in checking on orders and gifts, and in keeping the orders moving. By the end of the summer, the realignment of duties will have been completed and the acquisitions division will have charge of all ordering of books, periodicals, government publications, and pamphlets.

In addition to the duties listed below, Mrs. Carlson has certain hours of service with the public in the reference and circulation. She, also, has the responsibility for the collecting and care of the University, faculty, and alumni publications.

| PROFESSIONAL DUTIES | NONPROFESSIONAL DUTIES |
|---|---|
| Scheduling purchases | Checking lists with catalog |
| Negotiating with publishers and dealers | Searching for simple trade bibliographical data |
| Examining dealers' and publishers' lists and catalogs | Making order cards |
| Searching for difficult trade bibliographical information | Checking order cards with holdings and outstanding orders |
| Preparing and assembling data for orders | Typing orders to dealers |
| Placing orders | Filing order cards |
| Establishing and supervising order information files | Opening and sorting material |
| Verifying and approving book bills | Opening books |
| Following up outstanding orders | Checking invoices |
| Maintaining want lists | Entering accession information |
| Establishing and supervising check lists of serials | Returning material to publishers and dealers |
| Establishing and supervising exchanges | Filing invoices and other order material |
| Establishing and supervising accession records. | Maintaining check lists of serials. |
| | Preparing exchange lists |
| | Recording exchanges |
| | Typing gift cards |
| | Checking gift cards with holdings and outstanding orders |
| | Keeping book budget records |

## CATALOGING

This division, as was stated above, was especially hard hit by the introduction of several new projects in 1948-49. This year there has been a struggle to make progress in catching up on the backlog which had accumulated. There have been a number of changes during the year which have eased the catalogers' load.

The following list of duties indicates the activities of the division. In addition, it should be recalled that the catalogers are scheduled for some service with the public in reference and circulation.

PROFESSIONAL DUTIES

Establishing cataloging and classification policies
Classifying
Expanding and developing classification system
Assigning subject headings
Checking subject heading lists and cross references
Descriptive cataloging
Determining added entries
Reclassifying
Recataloging
Revising cards
Revising filing
Supervising physical upkeep of catalogs
Establishing and supervising cataloging records
Supervising contributions to union list of bibliographies in Southern California
Determining methods and routines

NONPROFESSIONAL DUTIES

Ordering Library of Congress cards
Matching L. C. cards with new books
Assigning book numbers
Making cards from main entry
Shelf listing
Processing added copies and new issues of continuations
Filing cards
Withdrawing volumes from all records
Processing recataloged and reclassified books
Physical maintenance of catalog
Typing cards for cross references
Cutting stencil for new book list
Typing slips for the union bibliographies
Adding marks of ownership
Pasting book plates, pockets and date slips in books
Typing book cards and pockets
Lettering and labeling
Shellacking
Reinforcing
Making covers and containers
Mending

MACNAIR LIBRARY

The cataloging of the Far Eastern books in this collection is progressing nicely. Mrs. Smith, our interim cataloger, is especially well qualified to catalog the "snags" and the books for which no printed cards can be obtained. There are a great many books not related to the Far East, and, such of these as were needed especially, have been cataloged. The housing of the collection is wholly unsatisfactory for, by the terms of Dr. MacNair's will, it must be kept as a unit. The only space in the Library which permits this is a part of the room used for the technical processes. The use is limited because it is impossible to have it available, except for limited periods.

RECOMMENDATIONS

I wish to recommend for your consideration, that,

1. The amount now spent on extra professional librarians for summer be applied on the salary of another full time librarian, if the practice of two summer sessions is continued.

2. The nonprofessional assistants be encouraged to remain on the staff by increasing salaries and adopting some pension plan in recognition of their ability to perform the subprofessional duties and supervise student assistants.

3. A storage space with shelves be made available for the shelving of

such volumes as should be retained in the collection, but for which the demand is less urgent than for current additions.

4. Accoustic treatment be given those ceilings which would not be altered by the addition of a wing and the remodeling of the building.

5. A qualified architect be employed to submit plans for a new wing and the remodeling of the present building.

6. Permission be granted to shelve in the general stacks these books in the MacNair collection which are not related to the Far East.

Respectfully submitted,

Esther Hile

Esther Hile
Librarian

## PERSONNEL
(July 1, 1949 - April 30, 1950)

Esther Hile, Librarian, September, 1931 -
Beverley S. Caverhill, Assistant Librarian, September, 1947 -
Charlotte Oakes, Catalog Librarian, January, 1944 -
(On leave 1949 - 50)
Anna Clinger Smith, Catalog Librarian, pro tem, September, 1949-
Maude C. Carlson, Bibliographer, September, 1931 - August, 1933; April, 1943 -
Mary I. Dague, Loan Librarian, September, 1949 -
Helen Maul, Assistant Catalog Librarian, September, 1948 -
Cecilia Burch, Assistant Reference and Circulation Librarian, Summer Sessions, 1948, 1949.
Marjorie Knox, Secretary to the Librarian, August, 1944 -
Bernice Stone, Catalog Typist, September, 1946 -
Jean B. Leonard, Circulation Assistant, June, 1948 -

## STUDENT ASSISTANTS
(Students who have worked more than 25 hours)

| | | |
|---|---|---|
| Abbott, Earle | Cross, Nathaniel | Raymer, Lois |
| Ballesteros, Leonard | Davidson, Duncan | Reamer, Evelyn |
| Bell, C. David | Garner, Mary Elizabeth | Reed, Roy |
| Bentley, Donna Jean | Gehrer, Paul | Rohrman, James |
| Bishop, Charles W. | Erickson, Carolyn | Searing, David |
| Boucher, Lois | George, Robert | Sedam, Martha |
| Brown, Glenn | Gromer, Elizabeth | Smith, Willian F. |
| Butler, Beverly | Herman, Eleanor | Turnquist, William |
| Chastain, Carol | Jett, Jack R. | Vinson, Charles |
| Chesnutt, Marthalie | Lennon, Carolyn | Wilson, Donald |

## FACULTY-TRUSTEE LIBRARY COMMITTEE

Trustee:
Dr. Theron Chastain, Chairman
Mrs. Arthur Gatter
Dr. Linn Hattersley

Faculty:
Dr. George Hollenberg '50
Dr. David Poston '51
Prof. F. S. Bromberger '52

Dr. George H. Armacost, ex officio
Miss Esther Hile, ex officio

## LIBRARY DEVELOPMENT COMMITTEE

| | | | |
|---|---|---|---|
| Dr. Lulu Bechtolsheim | '50 | Dr. George Hollenberg | '50 |
| Prof. Douglas Eadie | '50 | Dr. David Poston | '51 |
| Dr. Lester Phillips | '50 | Prof. F. S. Bromberger | '52 |

Dr. George H. Armacost, ex officio
Miss Esther Hile, ex officio

# LIBRARY BUDGET
## July 1, 1949 - June 30, 1950

| | | |
|---|---|---|
| **Personnel:** | | |
| Salaries | $ 25,472.00 | |
| Annuities | 675.00 | |
| Student Assistants | 7,000.00 | $ 33,147.00 |
| **Administration:** | | |
| Postage | 120.00 | |
| Supplies | 1,630.00 | |
| Repairs | 95.00 | |
| Telephone | 252.00 | |
| Travel | 169.50 | |
| Entertainment | 25.00 | 2,291.50 |
| ***Books and periodicals:** | | |
| General appropriation | 11,750.00 | |
| For Beethoven's Werke | 250.00 | 12,000.00 |
| **Equipment:** | | 762.00 |
| **Audio-Visual Aids:** | | |
| Films | 500.00 | |
| Equipment | 305.65 | 805.65 |
| **Other:** | | 450.00 |
| **Repair Worker:** | | 10.00 |
| Total | | $49,466.15 |

* * * * * * *

## *BOOK BUYING GUIDE LINES (RETAIL)

| SUBJECT FIELD ITEMS: | | | |
|---|---|---|---|
| Art | 110.00 | Botany | 75.00 |
| Audio-Visual | 20.00 | Chemistry | 75.00 |
| Californiana | 25.00 | Geology | 25.00 |
| Economics and Bus. Adm. | 300.00 | Mathematics | 100.00 |
| Education | 200.00 | Physics - Engineering | 100.00 |
| General Studies | 25.00 | Zoology | 75.00 |
| Government | 200.00 | Sociology | 200.00 |
| History | 300.00 | | |
| Home Science | 60.00 | **GENERAL ITEMS:** | |
| Language and Literature | 50.00 | Added copies | 100.00 |
| American | 100.00 | Biography | 100.00 |
| Classical | 20.00 | Continuations | 1,250.00 |
| English | 195.00 | General | 60.00 |
| French | 75.00 | Government publications | 150.00 |
| German | 60.00 | (Incl. L. C. Cum. | |
| Journalism | 10.00 | (L. C. Catalog, 1948-9) | 375.00 |
| Other Languages | 50.00 | Librarian's General Fund | 200.00 |
| Spanish | 60.00 | Memberships | 180.00 |
| Speech | 75.00 | Microfilm | 10.00 |
| Music | 150.00 | Periodicals and Bind.: | |
| Special (Beethoven) | 250.00 | Periodicals 2400.00 | |
| Philosophy | 60.00 | Binding, Per. 1850.00 | |
| Physical Education | 60.00 | Binding, Books 500.00 | 4,750.00 |
| Psychology | 150.00 | Binding (1948-49) | 720.00 |
| Religion | 200.00 | Reference | 400.00 |
| Science (General) | 25.00 | Replacements | 100.00 |
| Astronomy | 10.00 | Standing Orders, sets | 285.00 |
| Biology | 75.00 | Travel | 25.00 |

## ACCESSIONED VOLUMES ADDED AND WITHDRAWN

| YEAR | ACCESSIONED AT BEGINNING OF YEAR | VOLUMES ADDED | ACCESSIONED AT END OF YEAR | WITHDRAWN DURING YEAR | ON HAND END OF YEAR |
|---|---|---|---|---|---|
| 1909-11 | | 1,680 | 1,680 | | 1,680 |
| 1911-12 | 1,680 | 0 | 1,680 | | 1,680 |
| 1912-13 | 1,680 | 482 | 2,162 | | 2,162 |
| 1913-14 | 2,162 | 203 | 2,365 | | 2,365 |
| 1914-15 | 2,365 | 591 | 2,956 | | 2,956 |
| 1915-16 | 2,956 | 502 | 3,458 | | 3,458 |
| 1916-17 | 3,458 | 261 | 3,719 | | 3,719 |
| 1917-18 | 3,719 | 371 | 4,090 | | 4,090 |
| 1918-19 | 4,090 | 309 | 4,399 | | 4,399 |
| 1919-20 | 4,399 | 508 | 4,907 | | 4,907 |
| 1920-21 | 4,907 | 1,344 | 6,251 | | 6,251 |
| 1921-22 | 6,251 | 871 | 7,122 | | 7,122 |
| 1922-23 | 7,122 | 1,254 | 8,376 | | 8,376 |
| 1923-24 | 8,376 | 2,025 | 10,401 | | 10,401 |
| 1924-25 | 10,401 | 1,670 | 12,071 | | 12,071 |
| 1925-26 | 12,071 | 2,320 | 14,391 | | 14,391 |
| 1926-27 | 14,391 | 3,076 | 17,467 | | 17,467 |
| 1927-28 | 17,467 | 3,912 | 21,379 | | 21,379 |
| 1928-29 | 21,379 | 3,509 | 24,888 | | 24,888 |
| 1929-30 | 24,888 | 3,919 | 28,807 | | 28,807 |
| 1930-31 | 28,807 | 4,503 | 33,310 | | 33,310 |
| 1931-32 | 33,310 | 3,053 | 36,363 | | 36,363 |
| 1932-33 | 36,363 | 4,687 | 41,050 | | 41,050 |
| 1933-34 | 41,050 | 2,536 | 43,586 | 1,054 | 42,532 |
| 1934-35 | 43,586 | 2,014 | 45,600 | 238 | 45,362 |
| 1935-36 | 45,600 | 2,782 | 48,382 | 101 | 48,281 |
| 1936-37 | 48,382 | 2,384 | 50,766 | 1,393 | 49,373 |
| 1937-38 | 50,766 | 2,331 | 53,097 | 156 | 51,548 |
| 1938-39 | 53,097 | 4,028 | 57,125 | 434 | 55,142 |
| 1939-40 | 57,125 | 2,775 | 59,900 | 2,301 | 55,616 |
| 1940-41 | 59,900 | 3,400 | 63,300 | 206 | 58,510 |
| 1941-42 | 63,300 | 3,100 | 66,400 | 580 | 61,330 |
| 1942-43 | 66,400 | 2,898 | 69,298 | 1,179 | 63,049 |
| 1943-44 | 69,298 | 3,502 | 72,800 | 658 | 65,893 |
| 1944-45 | 72,800 | 2,834 | 75,634 | 1,082 | 67,645 |
| 1945-46 | 75,634 | 2,754 | 78,388 | 479 | 69,920 |
| 1946-47 | 78,388 | 2,802 | 81,190 | 280 | 72,442 |
| 1947-48 | 81,190 | 2,901 | 84,091 | 613 | 74,730 |
| 1948-49 | 84,091 | 5,252 | 89,343 | 527 | 79,455 |
| 1949-50 | 89,343 | 3,352 | 92,695 | 433 | 82,374 |

## *CIRCULATION
May 1, 1949 to April 30, 1950

| Class by Subject | 000 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | B | Unclass. pams. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 314 | 3199 | 4130 | 6673 | 448 | 1993 | 1666 | 3937 | 8215 | 4220 | 212 | 59 | 35,066 |
| 3 and 7-day | 5 | 56 | 410 | 2982 | 9 | 14 | 10 | 18 | 27 | 9 | 7 | | 3,547 |
| *** Reserves | | Not listed by class number---Loaned for one hour and overnight | | | | | | | | | | | 31,734 |
| Totals | 319 | 3255 | 4540 | 9655 | 457 | 2007 | 1676 | 3955 | 8242 | 4229 | 219 | 59 | 70,347 |

### REGULAR SEMESTERS AND SUMMER SESSIONS

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 304 | 3110 | 3956 | 6475 | 441 | 1940 | 1644 | 3865 | 7975 | 4136 | 209 | 59 | 34,114 |
| 3 and 7-day | 5 | 53 | 402 | 2980 | 9 | 13 | 10 | 18 | 27 | 8 | 7 | | 3,532 |
| *** Reserves | | | | Not listed by class number | | | | | | | | | 31,644 |
| Totals | 309 | 3163 | 4358 | 9455 | 450 | 1953 | 1654 | 3883 | 8002 | 4144 | 216 | 59 | 69,290 |

### **VACATION PERIODS

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 10 | 89 | 174 | 198 | 7 | 53 | 22 | 72 | 240 | 84 | 3 | | 952 |
| 3 and 7-day | | 3 | 8 | 2 | | 1 | | | | 1 | | | 15 |
| *** Reserves | | | | Not listed by class number | | | | | | | | | 90 |
| Totals | 10 | 92 | 182 | 200 | 7 | 54 | 22 | 72 | 240 | 85 | 3 | | 1,057 |

### AVERAGE DAILY CIRCULATION

**REGULAR SEMESTERS AND SUMMER SESSIONS**

14-day..... 117.23
3 and 7-day..... 12.13
Total.....129.36

Reserves..... 108.74
(based on 285 days)

**VACATION PERIODS**

14-day..... 23.8
3 and 7 day..... .37
Total..... 24.17

Reserves..... 2.25
(based on 46 days)

*As the Library has open stacks, these statistics do not include reference and other books, periodicals, and pamphlets used only in the Library amd not signed for.

**Vacation periods are the days on which the Library is open between terms. The 1949-1950 University year was divided as follows for statistical purposes: Regular Semesters, 230 days; Summer Sessions (2), 61 days; Vacation periods (only the days open), 40 days; University holidays(Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Years Day are usual holidays), 14 days; other days (includes Sundays during Summer Sessions and Vacation Periods), 20 days.

***No record is kept of the Reserve circulation by class. Reserve books are ordinarily loaned for one hour and overnight.

CIRCULATION (continued)

INTER-LIBRARY LOANS

| NAME | BOOKS BORROWED | BOOKS LOANED |
|---|---|---|
| Boston College | 1 | |
| Boston University | 1 | |
| Brown University | 1 | |
| California State Library | 5 | |
| University of California, Berkeley | 1 | 1 |
| Chicago YMCA. Board of Managers Library | 1 | |
| University of Cincinnati | 1 | |
| Claremont Colleges Library | 1 | 2 |
| Columbia University Teachers College | 2 | |
| Los Angeles County Public Library | 1 | |
| Massachusetts State College | 1 | |
| University of Michigan | 1 | |
| University of Minnesota | 1 | |
| University of Missouri | 1 | |
| New York College For Teachers | 1 | |
| New York University | 1 | |
| Ohio State University | 1 | |
| University of Oregon | | 3 |
| Patton State Hospital Library | | 1 |
| Peabody College | 1 | |
| San Diego Public Library | 1 | |
| Smiley Public Library | *438 | 1 |
| University of Southern California | 2 | |
| Southern Illinois University | | 1 |
| Southern Methodist University | 1 | |
| Stetson University | 1 | |
| University of Texas | 1 | |
| | 467 | 9 |

*These were all juvenile books used in the study of juvenile literature.

CIRCULATION (continued)

AUDIO-VISUAL EDUCATION
May 1, 1949 to April 30, 1950

This report includes statistics for the audio-visual program as administered by the Library under the Audio-Visual Education Committee. Some departments have retained some of their slides, movies and equipment. The use of such is not included in this report. For the number of framed pictures, movies, recordings, slides, et cetera, in the Library see "Appended sheet no. 5, COLLECTION BY TYPE - MISCELLANEOUS".

*FILMS SHOWN
Rentals.....187
University of Redlands films..144
Total.....331

SLIDES LOANED.....978

RECORDINGS LOANED.....721

FRAMED PICTURES RENTED.....141

*50 rental films were unavailable or cancelled, usually because they were not requested in time.

---

REQUESTS FOR ALL TYPES OF AUDIO-VISUAL SERVICE BY DEPARTMENTS

| | |
|---|---|
| Psychology | 55 |
| Science | 79 |
| Home Science | 37 |
| Physical Education | 69 |
| Humanities | 33 |
| History, government, economics | 22 |
| Music | 6 |
| Business | 4 |
| Religion | 0 |
| Languages | 0 |
| Education | 21 |
| Public relations | 9 |
| Student organizations | 14 |
| Other | 14 |
| TOTAL | 363 |

# LIBRARY ACQUISITIONS
April 30, 1950

## COLLECTION BY TYPE

| BOOKS | | PAMPHLETS | | MISCELLANEOUS | |
|---|---|---|---|---|---|
| *Reference | 4,453 | Information | 8,062 | **Pictures (Framed) | 74 |
| *General books | 57,687 | *Reference | 1,476 | Pictures (Mounted) | 1,259 |
| Bound pdls. | 13,513 | *General | 9,534 | Recordings (Albums) | 101 |
| Fed. docs. | 6,159 | Fed.docs. | 30,691 | Recordings (Singles) | 39 |
| State docs. | 562 | State docs. | 3,440 | Slides | 695 |
| | | | | Educational Films | 44 |
| Total on hand | 82,374 | Total on hand | 53,203 | | |

## BOOKS

| | | | |
|---|---|---|---|
| Volumes accessioned to May 1, 1949 | | 89,343 | |
| Volumes added by gift | 1,257 | | |
| Volumes added by purchase | 1,255 | | |
| Bound periodicals added | 552 | | |
| Gov't. documents accessioned | 212 | | |
| Withdrawn volumes returned | 3 | | |
| Old books on hand | 33 | | |
| Theses | 40 | | |
| Total | | 3,352 | |
| Total number accessioned to May 1, 1950 | | | 92,695 |
| Total number withdrawn to May 1, 1950 | | | 10,321 |
| Total number on hand April 30, 1950 | | | 82,374 |

## PAMPHLETS

| | | |
|---|---|---|
| Pamphlets on hand May 1, 1949 | | 49,985 |
| Number of pamphlets added: | | |
| Government documents | 2,622 | |
| Information file | 887 | |
| Miscellaneous classification | 1,235 | |
| Total | | 4,744 |
| Total | | 54,729 |
| Number of pamphlets withdrawn | | 1,526 |
| Total number on hand April 30, 1950 | | 53,203 |

## PERIODICALS

(currently received)

| | By subscription | By gift | ***Gov't. (gift) | TOTAL |
|---|---|---|---|---|
| Magazines: | 424 | 77 | 24 | 525 |
| Newspapers: | 9 | 7 | | 16 |

*Includes MacNair collection: Reference 73; General 75; Far Eastern 1130 Total 1278
**Art masterpieces framed for rental.
***Does not include classified periodicals.

CLASSIFICATION AND CATALOGING
May 1, 1949 -- April 30, 1950

NUMBER OF BOOKS ADDED IN EACH CLASS

| Class no. | Name of class | Gov't. docs. | Ref. | General | Total |
|---|---|---|---|---|---|
| 000 | General works: Encyclopedias, etc. ..... | 1 | 125 | 22 | 148 |
| 100 | Philosophy, psychology, ethics ..... | | 3 | 145 | 148 |
| 200 | Religion, Bible, etc. ..... | | 3 | 181 | 184 |
| 300 | Sociology, economics, education, etc. ... | 152 | 65 | 687 | 904 |
| 400 | Philology..... | 2 | 6 | 49 | 57 |
| 500 | Science ..... | 18 | 14 | 150 | 182 |
| 600 | Useful arts ..... | 24 | 9 | 110 | 143 |
| 700 | Fine arts ..... | 2 | 6 | 309 | 317 |
| 800 | Literature ..... | | 9 | 411 | 420 |
| 900 | History, travel, biography, etc. ..... | 10 | 24 | 562 | 596 |
| | Totals ..... | 209 | 264 | 2,626 | 3,099 |
| | Pamphlets cataloged (unaccessioned) ..... | 132 | 33 | 410 | 575 |
| | Books recataloged ..... | 14 | | 124 | 138 |
| | Grand total..... | 355 | 297 | 3,160 | 3,812 |

AUDIO VISUAL

Slides cataloged.....95

GOVERNMENT DOCUMENTS

The following report indicates the total number of federal and California State documents now available for use. All document series have been entered in a permanent checking record and have cards in catalog and shelf lists.

ACCESSIONED

Federal Documents:

| | | | |
|---|---|---|---|
| On hand May 1, 1949 ..... | 6,028 | | |
| Cataloged ..... | 198 | | |
| Total ..... | 6,226 | | |
| Withdrawn ..... | 67 | | |
| Total on hand May 1, 1950 ..... | | 6,159 | |

California State Documents:

| | | | |
|---|---|---|---|
| On hand May 1, 1949 ..... | 551 | | |
| Cataloged ..... | 11 | | |
| Total ..... | 562 | | |
| Withdrawn ..... | 0 | | |
| Total on hand April 30, 1950 ..... | | 562 | |
| Total Federal and California State Documents..... | | | 6,721 |

UNACCESSIONED:

Federal Documents:

| | | | |
|---|---|---|---|
| On hand May 1, 1949 ..... | 28,681 | | |
| Added by cataloging ..... | 124 | | |
| Added by document checking ..... | 2,347 | | |
| Total ..... | 31,152 | | |
| Withdrawn ..... | 461 | | |
| Total on hand April 30, 1950 ..... | | 30,691 | |

California State Documents:

| | | | |
|---|---|---|---|
| On hand May 1, 1949 ..... | 3,289 | | |
| Cataloged ..... | 8 | | |
| Added (Serials Department) ..... | 143 | | |
| Total ..... | 3,440 | | |
| Withdrawn..... | 0 | | |
| Total on hand April 30, 1950 ..... | | 3,440 | |
| Total Federal and California State Documents..... | | | 34,131 |
| GRAND TOTAL FEDERAL AND CALIFORNIA STATE DOCUMENTS, April 30, 1950..... | | | 40,852 |

(Includes MacNair collection: Ref. 46; Gen. 40; Far Eastern 893; MacNair total:979

GIFTS
May 1, 1949 - April 30, 1950

| NAME | BOOKS | PAMPHLETS | PERIODICALS | FILMS | RECORDINGS | OTHER |
|---|---|---|---|---|---|---|
| Armacost, Dr. George H. | 3 | | | | | |
| Cady, George J. | 1 | | | | | |
| Clock, Mrs. Charles H. | 1 | | | | | |
| Connell, Nancy (Rankin) | 5 | | | | | |
| Cope, Edward M. | 1 | | | | | |
| Driver, Paul | 68 | | | | | |
| Eckels, Dr. R. P. | 2 | | | | | |
| First Congregational Church of Redlands | | | 1 sub. | | | |
| Haag, Dr. Alvin S. | 1 | | | | | |
| Hile, Esther | | | 36 | | | |
| Hollenberg, Dr. George J. | 1 | | | | | |
| Horn, John | 1 | | | | | |
| Jennings, Louise | 3 | | | | | |
| Jett, Jack | 37 | | | | | |
| Jones, S. Guy | 18 | | | | | |
| Mattingly, Dr. Caroline | 2 | | | | | |
| Merrill, H. C. | 1 | | 11 | | | |
| Moore, Reverend George W. | 1 | | | | | |
| Moritz, Charles | | | 8 | | | |
| Nichols, E. R. | 4 | | | | | |
| Petty, Mrs. Olive | 1 | | | | | |
| Prendergast, Mrs. J. J. | 9 | | 12 | | | |
| Raymer, Dr. Robert | | | 86 | | | |
| *Redlands in Hawaii | 31 | 20 | | | | 1 map, 9 pictur |
| Shaw, Dr. Avery | 793 | | | | | |
| Soltau, Dr. David L. | 12 | | | | | |
| Strauss, William L. | 2 | | | | | |
| Tanner, Clifford | 41 | 2 | | | | |
| Trinity Episcopal Church of Redlands | | | 1 sub. | | | |
| Walker, Marjorie | | | 47 | | | 73 |
| Warren, Mrs. James G. | 1 | | | | | |
| Willoughby, Harold E. | 2 | | | | | |
| Woodrow, Harold W. | | | 1 | | | |
| Miscellaneous, corporations, et cetera | 31 | | | 5 film-strips | | |
| TOTAL | 1,073 | 22 | 203 | 3 | | 83 |

*American Factors
Hawaii. Board of Agriculture
Hawaii. Board of Water Supply
Hawaii. Conf. of Social Work
Hawaii. Dept. of Health
Honolulu. Bd. Pub. Parks...
Lai, Alma Yuke Lin
Lai, Kum Pui
Lai, Morris Kwong You
Lai, Violet Lau
Kuykendall, R.
Lau, Marion H. G.
Palama Settlement
Strong, W. E.
Wakukawa, Seiyei
Yap, William K. F.
Young, Lloyd Yee

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UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1950 - April 30, 1951

TO THE PRESIDENT, MEMBERS OF THE LIBRARY COMMITTEE AND OF THE BOARD OF TRUSTEES:

Each year funds are requested for the library, and each year an annual report is submitted. These reports are an attempt to give the "close up" of the library, its activities and its function. The attitude of the Administration toward the library is greatly appreciated. The Librarian is never made to feel that her requests and recommendations are selfishly made, and she hopes that such may never be her motive. Since it is her responsibility to inform the Administration and the Library Committee of the growth, services, aims, problems, and needs of the library, it is hoped that you will read this account carefully and give thoughtful consideration to the recommendations.

Personnel changes, the realignment of staff responsibilities, and housing problems have taken the lion's share of the Librarian's time and thought while the challenge of a well planned program for the "selling" of the library and its services to the faculty and students has not had its just share of consideration.

There have been, however, some very encouraging developments in this latter program. It is hoped that these beginnings can be further developed this year. In times past a one unit library instruction course was offered. It was an elective, so benefitted only the few. There is insufficient personnel to teach a required course for all Freshmen, and, if this were not true, the value of such is doubtful. For the best results, library instruction should be linked with a project in a specific course. The English faculty has cooperated in such a program this year. Two class periods were set aside for instruction by the librarians. One period was devoted to the presentation of the general library tools, and how to use them. The other was an explanation of periodicals, the periodical records, and the periodical indexes. A copy of the H. W. Wilson Company publication, "Cataloging and Indexing Services", which was used as a basis for the explanation, was given to each student for use in class and for filing in his notebook for future reference.

Dr. Leslie P. Spelman and Dr. Frank Bishop regularly bring their major students to the library for instruction in the use of the tools in their respective subject fields. Miss Dague has been the instructor. Mrs. Carlson explained the United Nations publications to Dr. Lester Phillips' class in international relations. Other classes have been brought in for explanation of certain tools. Miss Burch has been making excellent use of the bulletin boards to further this instruction. In the reference room she has been using posters illustrating the use of different reference tools. She has, also, centered attention on special tools by placing the books on a small table in front of the bulletin board.

THE LIBRARY OF THE
JUN 26 1951

1950/51



Two large cork bulletin boards were built and placed on the north and south walls of the stair landings. These afford much needed space for the display of large maps and posters, book jackets, and other interesting material. At present there is a display of a series of pictures which depict the history of the transportation of mail from the very early days until the present. These bulletin boards are especially well located as they meet the eyes of all who use the stairs. Since the reserve book room, the government documents, the MacNair library, librarian's office, catalog and order departments are all on the lower level, this includes practically all library users.

Another cork bulletin board was placed back of the loan desk for the posting of work directions for the students working at the loan desk. Two 4' X 4' free standing screens were covered with composition board so both sides of each could be used as bulletin boards. One of these is used in the technical processes division, and the other in the reference room.

Newly cataloged acquisitions are attractively displayed each week, and a copy of the new book list is placed nearby. These lists are mimeographed at intervals of two weeks, and sent to the faculty. As soon as the new books are released from the catalog department, the catalog cards are filed in the last tray of the card catalog until filed in the catalog. The public shelf cards are checked with the file which has a card for each book listed in the various indexes; such as Essay Index, Index to Plays, Index to Short Stories, Biography Index. These cards indicate the indexes in which the title appears. The call number is added for those books which are in the library.

During the summer, the ceilings of the lower level rooms, the stairwells and the entrances to the rotunda and stacks on the main floor were covered with accoustic tile. This has been greatly appreciated for the noise in the library has always been a major problem. The new carpet on the lower hall and the new stair treads also contribute to the deadening of sound. Nothing was done to the ceilings of the upper level reading rooms. It seemed wise to wait until the lighting problem is solved as that may involve lowering the ceilings.

The stacks were treated to a new paint job -- the first since their construction in 1926. This process was a major ordeal as it was necessary to do it on week ends when the stacks had less use. The books in the sections next to the walls had to be removed before painting, and immediately replaced so a new area could be cleared for the painter. The reference and periodical reading rooms, the rotunda and the stairwell were painted. This was most welcome as they had not been painted since 1942, and they showed the ravages of the smudge years.

Shelves were built along the west wall of the lower hall to accomodate the trade bibliography tools. The 221 volumes of the Library of Congress Author Catalog, the volumes of the U. S. Catalog, the Publisher's Trade List Annual, were moved to these shelves with nearby tables for convenience in use. This has been a great improvement for it has made them readily available to the public whenever the library is open, and equally convenient to the technical processes staff. It has taken the confusion

involved in their use from the Catalog Department and made more space available for other order materials.

Three small book trucks were built by the University carpenter for the convenience of shelvers in the stacks. A large electric fan was a long overdue purchase for the main floor. Handrails were installed on the stairwells.

The housing problem has been acute all year. This comes as no surprise, as the situation was predicted in 1946 when the government publications were moved out of the stacks to their present location. The problem has been a complicated one for "two bodies cannot occupy the same space at the same time", but the staff has had to provide for the two bodies. The stacks have all the shelving possible. All the available wall space has had shelves added -- and filled. The MacNair Far Eastern Library which must be shelved as a unit, has had very unattractive and inconvenient quarters in the catalog department. Its location has required extra student assistants whenever the books are available for use.

The Library has continued its policy of withdrawing such books as are no longer of value to the educational program. This is done with the cooperation of the faculty. To help relieve the shelving problem, a small room was partitioned off one corner of a basement room in Fairmont Hall for the storage of such volumes as could be most readily spared from the collection, but which it would be unwise to withdraw. The crowded condition of the technical processes area made it necessary to stack those duplicates and books which are being held for sale or exchange with other libraries. Storage space away from the library building is quite the popular practice in libraries today. It may be justified in large institutions, but it is a questionable practice in a small liberal arts college.

A complete shift of the books on the two upper floors and a part of those on the lowest floor of the stacks was necessary this past year. In addition, there was considerable shifting in the government documents room. This robbed that department of necessary space for the shelving of new acquisitions -- purchases and gifts. Two large gift libraries recently received, consisting of about two thousand volumes, have had to be stored in the basement of Fairmont Hall until work space is available.

It was greatly appreciated when the Executive Committee approved the plan of ordering thirty-four double faced sections of shelving. Much of this shelving will be put to immediate use, and the remainder will be installed in the Catalog Department, and will be used for a large number of government documents which are being transferred from the documents room. The MacNair Far Eastern Library will be moved to the government document room. The area for this will be made by the arrangement of shelves in the Northeast corner. Its entrance will be controlled by the assistant on duty at the reserve desk. This will make it available without extra cost for administration.

The gift libraries will then be placed on some of the new shelving in the catalog department while the books are being checked and processed. The remainder of the new shelving will be placed in the periodical and

reference reading rooms. The periodicals indexed in the Education Index will be shifted from the stacks to the new shelves in the periodical rooms. The reference books, now shelved in the stacks and government documents room, will be shelved in the reference room. This will relieve the crowded condition in the stacks.

Another aggravationg problem has been inadequate work space for the projects on the main floor. The small work room back of the loan desk has had to house more activities than could be done efficiently for the past several years. By moving the information files out from the North wall of the reference room, and using the screen bulletin board mentioned above, a small work room was made for the reference librarian and her student assistants. This affords space for the processing of the government publications, the pamphlets for the information file, the cataloging of slides, and the many other work activities of the division, but it, also, robs the reference room of valuable readers' space. Some of the new shelves will be used for a partition on one side of this work room, while the information files will serve that purpose on the other.

This leaves the other work room free for the Loan Librarian and the activities of her department which include, in addition to the tasks immediately connected with the circulation and the processing of reserve books, the preparation of periodicals for the bindery, the mounting of pictures, the cataloging of recordings.

PERSONNEL

The Library has had more than its fair share of changes in personnel this past year. Miss Helen Maul, Assistant Catalog Librarian, resigned in June so as to continue her work toward the master's degree at the University of Denver. She had given two years of good service. Mrs. Anna Clinger Smith returned to her home in Ann Arbor in July. Our grateful thanks is given her for the fine work she did as interim catalog librarian during the absence of Miss Oakes. She is now on a cataloging project at Gustavus Adolphus College in Minnesota, which boasts a beautiful new library building. Mrs. Jean Leonard, who had manned the loan desk so ably for two years resigned in August so she could give more time to home duties. Mr. Beverley Caverhill resigned to assume his duties as Librarian of Los Angeles State College December 1. He had made a place for himself on the campus, and our best wishes go with him for success in his new and challenging position.

Fortunately, Miss Cecilia Burch, who had given the library two summers of good service, was employed as assistant in the cataloging and reference services in August. She continued in this position until December when she assumed the duties of reference librarian upon the resignation of Mr. Caverhill. She completed work for her Master of Science in Library Science at the School of Library Service, University of Southern California, in August. She previously held the degree of Master of Education from Pennsylvania State College, and had a number of years of highly recommended service in the public schools of Pennsylvania. She was a 1st Lieutenant in the Women's Army Corps, serving as a psychiatric assistant in the Army Medical Corps.

Miss Esther Jamison replaced Mrs. Leonard as circulation assistant. It was with regret that her resignation was received in March because of ill health. She has not, as yet, been replaced. Additional student assistants were employed to carry on for the remainder of the semester. This necessitates Miss Dague spending much of her time in supervision of the students of the loan and reserve desks, and stacks.

Miss Charlotte Oakes was welcomed back after a year of study at the University of California where she completed work on her master's degree in history. She was honored by election to membership in Phi Alpha Theta, the honorary history society.

When Mr. Caverhill resigned, it was decided to change the personnel from the ratio of six professional to three non-professional to that of five to four. This was done in an attempt to have the borderline activities of the professional staff performed by "in service" non-professional librarians; and, thus, relieve the professional staff for those activities for which professional salaries are paid. In line with this, Miss Bernice Stone, who had had some five years of good "in service" experience under Miss Oakes and Mrs. Smith, was advanced from catalog typist to catalog assistant. She is measuring up to her new responsibilities in a fine manner. Mrs. Nelle Leaver was employed in the position of catalog typist. Miss Esther Park served efficiently during summer school.

All members of the professional staff are members of the American Library Association, California Library Association, the Conference of College and University Librarians of Southern California, the Association of College and Research Librarians, and American Association of University Women. Miss Oakes is a member of the Division of Cataloging and Classification.

The staff was represented at meetings of the California Library Association, The Southern District, Bay District, Los Angeles Group of Catalogers, and the Conference of College and University Librarians of Southern California. The Misses Burch and Oakes attended an institute on government documents at the University of California, Berkeley.

All members have been active in their respective churches and the community. Mrs. Carlson is the representative of the First Baptist Church to the Redlands Council of Churches, and serves on its Social Education and Action Committee. She sings in the choir. Miss Oakes has served as secretary of the Service Club and is a staff member in the Junior B Department of the First Baptist Church. The Librarian has assisted in the church school, and is secretary of the New Sanctuary Committee in the same church. Miss Burch is a patroness of Alpha Chi Delta.

The Librarian served as chairman of the College, University, and Research Librarians of the California Library Association. She was responsible for, and presided at, the program meeting and luncheon of the section at the annual meeting held at Sacramento in June. She was elected vice president of the Southern District of the California Library Association, and is serving in that capacity this year. She is president-elect for 1952. The Southern District is comprised of the ten counties of southern California and has a membership of 1250. She served on the

Fellowships-Scholarships Committee of the Redlands Branch of A. A. U. W. She was elected to membership in Alpha Chapter (University of Illinois) of the newly organized honorary library science society, Beta Phi Mu. The society invited to membership those alumni whose scholarship met the eligibility requirement.

The Library Committee has had two changes this past year. Dr. Hattersley, who was always greatly interested in the library, was replaced by Dr. Stanley Silke as a Board of Trustee member. Dr. Theron Chastain and Mrs. Arthur Gatter have continued as Board representatives. Throughout the years, they have been keenly alert, and their understanding and cooperation is greatly appreciated. Mrs. Gatter has never missed a Library Committee meeting since her appointment. Dr. George Hellenberg was replaced by Dr. Albert Baez.

The student assistants have, on the whole, been outstanding in their services. Those, who are employed for full time during the summer become especially efficient. The difficulty with student help is the shortness of time which can be given in work during a week. This means that so many different students must be used for extended projects that more time is spent in training and supervising than is justifiable. The pleasure derived from working closely with student assistants is a compensation to the staff for the many problems involved.

PUBLIC SERVICES (See Appended sheets 4A, 4B, 4C)

Many of the activities of the librarians who work directly with the public were mentioned in the first section of this report.

Three important files have been placed at the Loan Desk so the desk assistants can explain their use and answer the routine questions. One of these is a new visible file with wings revolving round an upright tube. The other two files rest on revolving bases. This makes all three files accessible from either side of the counter. The visible file serves as a directory for the location of the current issues of periodicals. When it is completed it will, also, indicate the location of the bound periodicals, the continuations, and such government publications as are indexed in the periodical indexes. This will make it possible to locate the serial publications quickly. The second file lists the bound volumes of periodicals which are in the library. The third file is that for recommended readings and the cards are filed alphabetically by authors back of the guides for their respective courses. This file lists all the books specially recommended and indicates the location of the book, as, reserve desk, stacks, reference room, reference desk, loan desk. In the reserve room the alphabetical file indicates only such books as are at the reserve desk.

The cabinet and catalog for the slides used in visual education was transferred from the catalog division to the main floor, and is under the supervision of the circulation librarian. The assistant catalog librarian has always had the direct responsibility of cataloging the slides. When Miss Burch was transferred to the public services and not replaced by a professional librarian, it was decided to leave this project in her hands, as this required a professional librarian's cataloging knowledge. The

Catalog Librarian is overloaded without the responsibility of this project. For the same reason, the cataloging of the recordings is done by the circulation librarian, Miss Dague.

Mr. Caverhill and Miss Burch have both concentrated on the government documents, their records, completion of files, and general care. This year the depository division of the Superintendent of Documents has astounded us with its new program and the excellence of its service. This year was the time for libraries to check their requests for depository items. Instead of a printed list, two sets of slips for each series were sent. One is for the Library's set, and the other for the government's. If the library requests a certain series, its slip is removed from the government file and sent to the Superintendent of Documents. The library's copy is marked to indicate selection. A request can be made at any time by sending the necessary slip to the government. If a new series begins publication, two slips are sent with a sample copy of the document to the library. If selected, the above procedure is followed; if not, the slips are filed in the two files. THE MONTHLY CATALOG OF U. S. GOVERNMENT PUBLICATIONS is including added information which is very valuable to depositories. The system for purchasing government publications has, also, been greatly improved. It is even possible to get a quick and complete reply to letters requesting information.

The Superintendent of Documents checks carefully each year on depositories to make sure documents are being properly cared for. The following are some of the twenty-six questions which they ask:

> On the average, how much time elapses after depository publications are received before they are available to the public?
>
> Are depository publications checked in and cataloged in the same manner as non-depository publications?
>
> Are all depository publications systematically shelved?
>
> Are they located in as well-lighted, heated and ventilated areas as the rest of the collection?
>
> What is the number of professional employees on the professional staff?

It is made quite clear that any library which does not abide by the regulations may have its depository privilege cancelled.

ACQUISITIONS AND COLLECTIONS (Appended sheets numbers 2, 3, 5 and 6)

The book budget has been increased from year to year, but this has not meant a proportionate increase in volumes purchased. This year's purchases show only fifty-eight more volumes than the average of the past ten years. They exceeded by only forty-one the purchases of ten years ago although the book budget was increased by a little more than seventy per cent. Because of the increase in enrollment during that period, the number of volumes purchased per capita is considerably lower this year than that. This is not the whole story for there have been other sources of

valuable material: periodicals, government publications and gifts.

Not all the book budget is spent on books, for the periodical subscriptions and binding costs are charged against it. The number of subscriptions has been increased during the ten years to meet the needs of new subject fields and many new courses which have been added to the curriculum. Subscription and binding costs have been increased at a disheartening rate. CHEMICAL ABSTRACTS, which is as essential to a department of chemistry as the Bible is to the Christian church, jumped from twenty dollars per year to sixty.

The periodical collection of some 14,000 bound volumes and 452 current subscriptions provides invaluable supplementary material. This is made readily available through the various periodical indexes to which the library is a subscriber.

The government documents collection is rich in source material, especially for the sciences, social sciences and education. The collection of Geological Survey publications ranks among the first in southern California. Thanks to the former California College, who gave this library its government publications, the collection includes many out of print items which are difficult, or impossible, to find today. There is a gold mine of source material for early United States history. This includes complete or almost complete files of The Diplomatic Correspondence of the American Revolution, American Archives, American State Papers, Journals of the Continental Congress, Letters of Members of the Continental Congress, Territorial Papers of the United States, and Annals of Congress. There are many other interesting documents which are equally valuable for this and other subject fields. Except for a few volumes, the library has a complete file of the indexes to the government publications. Since we are a selective depository, we receive the most of our current documents as gifts, but it is necessary to purchase others to complete back files. This year we were successful in purchasing many missing numbers of the GEOLOGICAL SURVEY which filled in gaps so we could bind volumes.

There have been seven hundred twenty-nine volumes of gifts added this year. The average for the past ten years has been seven hundred sixty-four. Two large gifts were received, but have not been counted or processed as yet, as they are packed in boxes in the basement of Fairmont Hall until the new shelving arrives. Mrs. Letha Lewis Storrow of Los Angeles left her complete library to us by will. There were approximately sixteen hundred volumes. It was an unusually good library, consisting largely of American books of the twentieth century. Another library of between four and five hundred books was that of Mr. Jerome Allen of Rialto. This, too, was a general library, somewhat similar to Mrs. Storrow's, but included a number of interesting children's books illustrated by Kate Greenaway and Walter Crane. There will be many duplicates in these two libraries and it is expected that from their sale other books may be purchased. These will be considered as gifts from the original donors.

The course in juvenile literature which requires the examination and reading of a great many children's books has been almost wholly dependent upon the Smiley Public Library. To supply all these books necessary to keep abreast of the current literature would make the library costs of this

course completely out of proportion with other courses. Smiley Library has very graciously permitted these books to be used by us on interlibrary loan. It will be noted on Appended sheet no. 4B that 500 juveniles were used by us this last year. This is unfair to Smiley for it entails no small amount of the time of the children's librarian, Miss Zora Lang, and removes from circulation books which should be available for the children. This year we ordered forty of the books of the basic readings, and gave our annual token gift of twenty-five dollars to Smiley.

A black leather book was purchased for a permanent record of those books which are given to the library in memory of relatives or friends. The front cover has MEMORIAL GIFTS and UNIVERSITY OF REDLANDS LIBRARY stamped in gold. The pages have columns which provide space for the entry of the date, the name of the one in whose memory the book was given, the name of the donor, and the author and title. An attractive gold colored book plate was printed in black. One of these plates, lettered with the names of the honoree and the donor, is posted in the front of each memorial gift.

The present system of controlling the expenditures for books is proving to be quite satisfactory. The budget control file has guide cards for each budgeted item of the Book Buying Guide Lines as found on Appended sheet no. 2. Back of each guide is a record card with columns for dates, debits, credits, and totals. The amount set aside in the budget for the subject is entered on its card. Budget cards are typed for each requested order, and placed back of their respective guides when the books are ordered. Before filing, the list prices and the new totals are entered on the record cards. If an order is cancelled, the list price is entered on the record card and the amount is deducted from the total. Since this file is brought up to date after each transaction, it serves as an ever ready guide in regulating expenditures. This immediate value is quite apparent, but the wealth of information on the budget cards makes it the Librarian's chief research tool in analyzing the additions to the collection and the book costs for the year. These factors are of supreme importance in the formation of the next year's budget.

The ordering and checking of periodicals has been transferred to the acquisitions department under the direction of Mrs. Carlson. This unification of periodicals, books, and newly received gifts has many advantages. A new visible file for recording the receipt of current periodicals was purchased. Its cards, as worked out, have one side for checking the incoming magazines, while the other side carries the information of the business transaction. A similar file has been used for the continuations for some time. The one flaw in this checking being done in the acquisitions division is that it takes the file from the main floor where it should be available for quick consultation by the librarians working with the public.

The other files of the department have been completely reorganized so they reveal the status of all orders and gifts not yet in the main catalog.

It is unfortunate that lack of space made it necessary to store the last two large gift libraries before their records could be made. This may result in orders for books which are packed. The new shelving will afford space, so work on them can begin.

CATALOGING (Appended sheet no. 6)

The changes in personnel (see PERSONNEL, Appended sheet no. 1) would indicate the difficulties in carrying on the routine work and the special projects of the catalog department. There was the additional problem of finding space for shelving the books so the processing could follow a well defined flow-of-work plan. Despite these handicaps, the accomplishments for the year are most commendable. (See Appended sheet no. 6) In addition to the regular cataloging, over three hundred books were recataloged, a large number withdrawn, some 9600 catalog cards for the MacNair library filed in the main catalog, and a great many "snags" cleared up. These latter projects are time consuming.

A well defined system has been worked out for the separation of purchases and gifts during their processing. This enables the staff to give purchases first consideration.

The books of the MacNair gift which were not about the Far East were shelved in the general stacks with their shelf cards marked "Loaned to the general collection". This was most probably the intent of Dr. MacNair as he had designated the name of the collection to be the Harley Farnsworth and Florence Ayscough MacNair Far Eastern Library. These books are valuable to the general collection, and there is a decided advantage in having them with other books on the same subject for the open stacks browsing of students and faculty.

PHYSICAL PLANT

The library was built in 1926 to accommodate about seven hundred students, fifty faculty members, and 68,000 volumes. At present there are over eleven hundred students, eighty faculty members, and almost 85,000 volumes. No provision was made for staff work rooms, offices, or the card catalog. Toilet facilities were inadequate at the time of building. Fortunately, a receiving room and a fumigating closet were provided. The first serves, not only as the receiving room, but as the office of the Secretary to the Librarian, while the wholly unnecessary fumigating closet furnishes excellent storage space for supplies.

The technical work of the library, the card catalog, and the information and picture files must have quarters, so one reading room and parts of the remaining three have been taken over. To provide space for the expanded book collection, shelves have been built in all available spaces and free standing stacks have infringed on the readers' area. The new shelving will further reduce the latter. The available space for readers when the new shelving is added will be sixty-five per cent below the norm suggested by the American Library Association. (This norm is considered low by many librarians) Tables have been crowded into this space, so they provide seating for ten percent more students than they should. A failure to provide space for readers necessitates the purchase of more books so they can be taken elsewhere for use. Crowding results in noise and confusion which interferes with concentrated study, and requires the attention of the staff which should be given to aiding students by interpreting the library and its resources.

The growing library collection must have adequate space. Books must be arranged in a logical order so the card catalog can be depended upon to serve as an index to the collection. There must be "freedom of movement" for books within that arrangement. A common estimate for the number of books per running foot is eight ordinary books, six, or seven technical books, five magazines and documents. This means there should be approximately eight to ten inches free space at the end of each shelf.

It is difficult for one who has not shelved or supervised library shelving to understand the many problems involved. No shelf should be entirely full unless it is a run of many volumes of one title, and, then, there should be extra space allowed at the beginning and end of the set. The call number determines the location of the book. Unless there is space in the exact location where the book belongs, such space must be made available, for "A misplaced book is a lost book". The problem is even greater, if it is a set of books which must be inserted in a crowded area. Again, a new book may be so large that the shelves are too close together and one must be removed. This means the loss of three feet of shelving. (Three feet is the standard length of a shelf) If the book is placed on its front edge so it can be made to fit, it is soon a binding casualty.

Crowded shelves mean constant shifting. This requires much time and thought on the part of the librarians, and the time of student assistants. The University pays for this time.

There must be in the technical processes division adequate shelving for an easy, uninterrupted "flow of work", if books are to be processed efficiently. There are about fourteen steps in processing gifts and purchases. This means that there must be fourteen areas, each of which has enough space to accommodate the maximum number of books which will be going through at the same time. Some areas will need to accommodate only a few books for a short time, while others need space for a much larger cumulation for considerable time. If only purchases needed to be provided for, these areas would need less shelving, but gifts arrive at unexpected times and in unexpected quantities.

The recent large gifts will need some two hundred fifty feet of shelving while they are being arranged, carded, checked with the library's holdings and order files. This will take some little time. Those which are to be added to the collection must be accessioned, and have printed cards ordered for them. There must be a fairly generous area provided for them while they are awaiting cards. There must be even more space in that section where they are awaiting cataloging for they must be fitted into the routine according to their importance to the collection. Those which are to be sold, exchanged, or given away, must be shelved until they can be disposed of. This, again, must be a generous allowance.

The new shelving in the catalog division will solve this problem, which has been acute ever since the MacNair Library was received in 1948, until such time as more books will have to be moved from the stacks and government publications. There will be times when there will be ample room, and much to spare, but, just as a packing plant has space to spare most of the year, that space must be available when the pressure is on.

There are other uneconomical features of the present building. The staff offices and work rooms should be in a central area so the card catalog and all other records are readily available to all members of the staff. At present they are on different levels and some distance apart.

The present plans for adjusting to the new shelving do not involve any structural changes. The only such changes which have been made in the past twenty-five years have been the cutting of a door between the secretary's office and the stacks, and another from that office into the technical processes division, and temporary partitions to form the librarian's office.

It is, as was previously stated, hoped that the new shelving will accommodate the collection for at least three years. The present building cannot be further adapted without loss to the already limited reading room space. This would be deplorable. The time has come when definite planning for additional building must be squarely faced. Three years is a short time for planning, raising funds, and constructing a building. It is hoped that earnest thought will be given to employing an architect, who is interested in the planning of college libraries, and is willing to study carefully the activities and program of the local library. It should be functional in design, so the funds spent in the administration of the library are spent for service--not exercise.

CONCLUSION

This has been an unusually difficult year, largely, because of the necessity for spending so much time and thought on the constant changes in personnel, and the overcrowded library. It has, also, been an encouraging year, and as it closes, there is the realization that much has been accomplished.

It has been a pleasure to work with the faculty, and it is hoped that the library facilities and the staff may be increasingly valuable in the instructional program.

Sincere gratitude is given for the ever gracious and willing cooperation of the business office staff, and their chief, Mr. Pierpoint. Our thanks to Rex Vincent and the maintenance crew is most hearty. Their services are outstanding. The college carpenter has saved the University much in the construction of library equipment, for it commands fabulous prices on the market. A small printing press for the campus would make possible further savings, as all the library printing could be so done.

It is hoped that the salaries of the staff will be restudied and adjusted, and that serious consideration will be given to the building situation.

Respectfully submitted,

Esther Hile

Esther Hile
Librarian

## PERSONNEL
(July 1, 1950 — June 30, 1951)

Esther Hile, Librarian, September, 1931 -
Cecilia Burch, Assistant Reference and Circulation Librarian, August, 1950 — (Summer Sessions, 1948, 1949)
Maude C. Carlson, Bibliographer, September, 1931 - August, 1933; April, 1943 -
Mary I. Dague, Loan Librarian, September, 1949 -
Charlotte Oakes, Catalog Librarian, January, 1944 - (On leave 1949 - 50)
Marjorie Knox, Secretary to the Librarian, August, 1944 -
Bernice Stone, Catalog Assistant, September, 1946 -
Leaver, Nelle, Catalog Typist, December, 1950 -
Esther Park, Assistant Reference and Circulation Librarian (Summer, 1950)
Members who resigned during the year:—
Beverley S. Caverhill, Assistant Librarian, September, 1947 - December, 1950
Anna Clinger Smith, Catalog Librarian, pro tem, September, 1949 - July, 1950
Helen Maul, Assistant Catalog Librarian, September, 1948 - July, 1950
Jean B. Leonard, Circulation Assistant, June, 1948 - September, 1950
Esther Jamison, Circulation Assistant, August, 1950 - April, 1951

## STUDENT ASSISTANTS
(Students who have worked more than 25 hours)

Ballesteros, David
Ballesteros, Leonard
Bentley, Donna Jean
Bentley, Dorothy
Bishop, Charles W.
Brown, Eugene
Brown, Glenn
Buermann, Richard
Carroll, John
Chesnutt, Marthalie
Denney, Roger
Erickson, Caroline
Fisher, Lois
Gehrer, Paul
George, Robert
Hargrave, James C.
Herman, Eleanor
Hinrichs, Barbara
Holt, Leonard
Jett, Jack
Jordan, Anne Marie
Kraft, Ruth
Kuo, John
Lance, Wayne D.
Lease, William
Moore, Milton
Powell, Harold
Raymer, Lois
Reed, Roy
Rich, Marjorie
Searing, David
Searles, Marie
Sichler, Anita
Smith, William F.
Stevens, Lanier
Vierich, Richard
Vinson, Charles
Welch, Nancy
Wilde, John
Wilson, Donald

## FACULTY-TRUSTEE LIBRARY COMMITTEE

Trustee:
Dr. Theron Chastain, Chairman
Mrs. Arthur Gatter
Dr. Stanley Silke

Faculty:
Dr. David Poston '51
Prof. F. S. Bromberger '52
Dr. Albert Baez '53

Dr. George H. Armacost, ex officio
Miss Esther Hile, ex officio

Appended sheet No. 2

# LIBRARY BUDGET

July 1, 1950 - June 30, 1951

| | | |
|---|---|---|
| **Personnel:** | | |
| Salaries | $ 26,136.00 | |
| Annuities | 879.00 | |
| Student Assistants | 6,900.00 | $ 33,915.00 |
| **Administration:** | | |
| Postage | 130.00 | |
| Supplies | 1,450.00 | |
| Repairs | 135.00 | |
| Telephone | 270.00 | |
| Travel | 200.00 | |
| Entertainment | 25.00 | $ 2,210.00 |
| *Books and periodicals: | | $ 12,000.00 |
| Equipment: | | 750.00 |
| Other: | | 150.00 |
| Audio Visual Aids: | | |
| Films | 200.00 | |
| Equipment | 416.65 | |
| Repairs | 100.00 | |
| Projectionist | 200.00 | 916.65 |
| Total | | $ 49,941.65 |

* * * * * *

## *BOOK BUYING GUIDE LINES (RETAIL)

| SUBJECT FIELD ITEMS: | |
|---|---|
| Art | $ 200.00 |
| Audio Visual | 20.00 |
| Californiana | 25.00 |
| Economics and Bus. Adm. | 300.00* |
| Education | 200.00 |
| General Studies | 25.00 |
| Government | 250.00 |
| History | 400.00 |
| Home Science | 60.00 |
| Language and Lit. | 100.00 |
| American | 100.00 |
| Classical | 20.00 |
| English | 250.00 |
| French | 75.00 |
| German | 60.00 |
| Journalism | 10.00 |
| Other Languages | 50.00 |
| Spanish | 60.00 |
| Speech | 75.00 |
| Music | 150.00 |
| Philosophy | 60.00 |
| Physical Education | 60.00 |
| Psychology | 150.00 |
| Religion | 200.00 |
| Science (General) | 25.00 |
| Astronomy | 10.00 |
| Biology | 150.00 |
| Chemistry | 75.00 |
| Geology | 25.00 |
| Mathematics | 100.00 |
| Physics - Eng. | 100.00 |
| Sociology | 200.00 |

| GENERAL ITEMS: | | |
|---|---|---|
| Added copies | | $ 100.00 |
| Biography | | 100.00 |
| Continuations | | 1,600.00 |
| General | | 60.00 |
| Govt. publ. (Incl. L. C. Cum.) | | 250.00 |
| Librarian's Gen. Fund | | 800.00 |
| Memberships | | 160.00 |
| Microfilm | | 10.00 |
| Periodicals and Bind.: | | |
| Periodicals | $2200.00 | |
| Binding, Per. | 1910.00 | |
| Binding, Books | 500.00 | 4,610.00 |
| Reference | | 400.00 |
| Replacements | | 100.00 |
| Standing Orders, sets | | 300.00 |
| Travel | | 25.00 |

ACCESSIONED VOLUMES ADDED AND WITHDRAWN

| YEAR | ACCESSIONED AT BEGINNING OF YEAR | VOLUMES ADDED | ACCESSIONED AT END OF YEAR | WITHDRAWN DURING YEAR | ON HAND END OF YEAR |
|---|---|---|---|---|---|
| 1909-11 | | 1,680 | 1,680 | | 1,680 |
| 1911-12 | 1,680 | 0 | 1,680 | | 1,680 |
| 1912-13 | 1,680 | 482 | 2,162 | | 2,162 |
| 1913-14 | 2,162 | 203 | 2,365 | | 2,365 |
| 1914-15 | 2,365 | 591 | 2,956 | | 2,956 |
| 1915-16 | 2,956 | 502 | 3,458 | | 3,458 |
| 1916-17 | 3,458 | 261 | 3,719 | | 3,719 |
| 1917-18 | 3,719 | 371 | 4,090 | | 4,090 |
| 1918-19 | 4,090 | 309 | 4,399 | | 4,399 |
| 1919-20 | 4,399 | 508 | 4,907 | | 4,907 |
| 1920-21 | 4,907 | 1,344 | 6,251 | | 6,251 |
| 1921-22 | 6,251 | 1,871 | 7,122 | | 7,122 |
| 1922-23 | 7,122 | 1,254 | 8,376 | | 8,376 |
| 1923-24 | 8,376 | 2,025 | 10,401 | | 10,401 |
| 1924-25 | 10,401 | 1,670 | 12,071 | | 12,071 |
| 1925-26 | 12,071 | 2,320 | 14,391 | | 14,391 |
| 1926-27 | 14,391 | 3,076 | 17,467 | | 17,467 |
| 1927-28 | 17,467 | 3,912 | 21,379 | | 21,379 |
| 1928-29 | 21,379 | 3,509 | 24,888 | | 24,888 |
| 1929-30 | 24,888 | 3,919 | 28,807 | | 28,807 |
| 1930-31 | 28,807 | 4,503 | 33,310 | | 33,310 |
| 1931-32 | 33,310 | 3,053 | 36,363 | | 36,363 |
| 1932-33 | 36,363 | 4,687 | 41,050 | | 41,050 |
| 1933-34 | 41,050 | 2,536 | 43,586 | | 42,532 |
| 1934-35 | 43,586 | 2,014 | 45,600 | 1,054 | 45,362 |
| 1935-36 | 45,600 | 2,782 | 48,382 | 238 | 48,281 |
| 1936-37 | 48,382 | 2,384 | 50,766 | 101 | 49,373 |
| 1937-38 | 50,766 | 2,331 | 53,097 | 156 | 51,548 |
| 1938-39 | 53,097 | 4,028 | 57,125 | 434 | 55,142 |
| 1939-40 | 57,125 | 2,775 | 59,900 | 2,301 | 55,616 |
| 1940-41 | 59,900 | 3,400 | 63,300 | 206 | 58,510 |
| 1941-42 | 63,300 | 3,100 | 66,400 | 580 | 61,330 |
| 1942-43 | 66,400 | 2,898 | 69,298 | 1,179 | 63,049 |
| 1943-44 | 69,298 | 3,502 | 72,800 | 658 | 65,893 |
| 1944-45 | 72,800 | 2,834 | 75,634 | 1,082 | 67,645 |
| 1945-46 | 75,634 | 2,754 | 78,388 | 479 | 69,920 |
| 1946-47 | 78,388 | 2,802 | 81,190 | 280 | 72,442 |
| 1947-48 | 81,190 | 2,901 | 84,091 | 613 | 74,730 |
| 1948-49 | 84,091 | 5,252 | 89,343 | 527 | 79,455 |
| 1949-50 | 89,343 | 3,352 | 92,695 | 433 | 82,374 |
| 1950-51 | 92,695 | 3,250 | 95,945 | 844 | 84,780 |

## *CIRCULATION
May 1, 1950 to April 30, 1951

| Class by Subject | 000 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | B | Unclass. pams. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 369 | 2555 | 3891 | 5743 | 404 | 1977 | 1469 | 3947 | 7445 | 3852 | 273 | 82 | 32,007 |
| 3 and 7-day | 21 | 76 | 226 | 3404 | 2 | 108 | 2 | 15 | 41 | 16 | | | 3,911 |
| ***Reserves | Not listed by class number --Loaned for one hour and overnight | | | | | | | | | | | | 25,349 |
| Totals | 390 | 2631 | 4117 | 9147 | 406 | 2085 | 1471 | 3962 | 7486 | 3868 | 273 | 82 | 61,267 |

### REGULAR SEMESTERS AND SUMMER SESSIONS

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 353 | 2494 | 3760 | 5489 | 389 | 1908 | 1414 | 3835 | 7211 | 3702 | 272 | 82 | 30,909 |
| 3 and 7-day | 21 | 74 | 219 | 3402 | 2 | 106 | 2 | 15 | 41 | 16 | | | 3,898 |
| ***Reserves | | | | | | | | | | | | | 25,292 |
| Totals | 374 | 2568 | 3979 | 8891 | 391 | 2014 | 1416 | 3850 | 7252 | 3718 | 272 | 82 | 60,099 |

### **VACATION PERIODS

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 16 | 61 | 131 | 254 | 15 | 69 | 55 | 112 | 234 | 150 | 1 | | 1,098 |
| 3 and 7-day | | | | | | | | | | | | | 13 |
| ***Reserves | | 2 | 7 | 2 | | 2 | | | | | | | 57 |
| Totals | 16 | 63 | 138 | 256 | 15 | 71 | 55 | 112 | 234 | 150 | 1 | | 1,168 |

### AVERAGE DAILY CIRCULATION

**REGULAR SEMESTERS AND SUMMER SESSIONS**

14-day..... 109.60 plus
3 and 7-day..... 13.82
Total.....123.42

Reserves..... 89.68
(based on 282 days)

**VACATION PERIODS**

14-day.....21.96
3 and 7 day..... .26
Total.....22.22

Reserves..... 1.14
(based on 50 days)

*As the Library has open stacks, these statistics do not include reference and other books, periodicals, and pamphlets used only in the Library and not signed for.

**Vacation periods are the days on which the Library is open between terms, and also holidays. The 1950-1951 University year was divided as follows for statistical purposes: Regular Semesters and Summer Sessions (2), 282 days; Vacation periods (only the days open), 50 days; University holidays, 10 days; Sundays closed, 23 days.

***No record is kept of the Reserve Circulation by class. Reserve books are ordinarily loaned for one hour and overnight.

CIRCULATION (continued)

INTER-LIBRARY LOANS

| NAME | BOOKS BORROWED | BOOKS LOANED |
|---|---|---|
| A. K. Smiley Public Library | *500 | 1 |
| Arizona State College | | 1 |
| California State Library | 24 | |
| California, University. .Berkeley | 10 | |
| Claremont Colleges Library | 2 | 1 |
| College of Medical Evangelists, Loma Linda | | 1 |
| Denison University | | 1 |
| Fuller Theological Seminary | 1 | |
| Hanna and Morton Lawyers of Los Angeles | | 1 |
| University of Hawaii | 1 | |
| Indiana University | 1 | 1 |
| Library of Congress | 4 | |
| Long Beach State College | | 1 |
| Los Angeles Public Library | 8 | |
| Louisiana State University | | 2 |
| Meredith College | 1 | |
| Michigan State College | | 1 |
| Michigan, University | 1 | |
| Minnesota, University | 1 | |
| New York University | | 1 |
| North Carolina, Agtricultural and Tech. College | | 1 |
| Northwestern University | 1 | |
| Ohio State University | | 1 |
| Orange County Public Library | 1 | |
| Pasadena Public Library | 5 | |
| Pennsylvania, University | 1 | |
| San Bernardino County Library | | 1 |
| Southern California, University of... | 6 | |
| Washington, University | | 1 |
| TOTAL | 568 | 16 |

*These were all juvenile books used in the study of juvenile literature. In general, other books are loaned directly by both libraries to townspeople and University faculty and students.

CIRCULATION (continued)

## AUDIO-VISUAL EDUCATION

This report includes statistics for the Audio-Visual program as administered by the Library under the Audio-Visual Education Committee. Some departments have retained some of their slides, movies and equipment. The use of such is not included in this report. For the number of framed pictures, movies, recordings, slides, et cetera, in the Library see "Appended sheet no. 5. COLLECTION BY TYPE--MISCELLANEOUS".

| | | |
|---|---|---|
| *FILMS SHOWN | | |
| Rentals | 199 | |
| University of Redlands films | 106 | |
| Total | | 305 |
| SLIDES LOANED | | 1397 |
| RECORDINGS LOANED | | 490 |
| FRAMED PICTURES RENTED | | 122 |

*57 rental films were unavailable or cancelled, usually because they were not requested in time.

REQUESTS FOR ALL TYPES OF AUDIO-VISUAL SERVICE BY DEPARTMENTS

| | |
|---|---|
| Psychology | 35 |
| Science | 47 |
| Home Science | 24 |
| Physical Education | 62 |
| Humanities | 44 |
| History, government, economics | 13 |
| Art | 27 |
| Music | 9 |
| Business | 9 |
| Religion | 3 |
| Languages | 0 |
| Education | 41 |
| Public Relations | 21 |
| Student Organizations | 11 |
| Other | 6 |
| TOTAL | 352 |

# LIBRARY ACQUISITIONS
April 30, 1951

| BOOKS | | COLLECTION BY TYPE | | MISCELLANEOUS | |
|---|---|---|---|---|---|
| | | PAMPHLETS | | | |
| *Reference | 4,807 | Information | 8,741 | **Pictures (Framed) | 74 |
| *General books | 59,125 | *Reference | 1,516 | Pictures (Mounted) | 1,259 |
| Bound pdls. | 14,031 | *General | 10,544 | Recordings (Albums) | 105 |
| Fed. docs. | 6,262 | Fed. docs. | 33,287 | Recordings (Singles) | 39 |
| State docs. | 555 | State docs. | 3,606 | Slides | 826 |
| | | | | Educational Films | 40 |
| Total on hand | 84,780 | Total on hand | 57,694 | Filmstrips | 22 |

## BOOKS

| | | |
|---|---|---|
| Volumes accessioned to May 1, 1950 | | 92,695 |
| Volumes added by gift | 729 | |
| Volumes added by purchase | 1,659 | |
| Bound periodicals added | 527 | |
| Gov't. documents accessioned | 282 | |
| Withdrawn Volumes returned | 2 | |
| Old books on hand | 25 | |
| Theses | 26 | |
| Total | | 3,250 |

| | |
|---|---|
| Total number accessioned to May 1, 1951 | 95,945 |
| Total number withdrawn to May 1, 1951 | 11,165 |
| Total number on hand April 30, 1951 | 84,780 |

## PAMPHLETS

| | | | |
|---|---|---|---|
| Pamphlets on hand May 1, 1950 | | 53,203 | |
| Number of pamphlets added: | | | |
| Government documents | 3,411 | | |
| Information file | 1,069 | | |
| Miscellaneous classification | 1,062 | | |
| Total | | 5,542 | |
| Total | | | 58,745 |
| Number of pamphlets withdrawn | | | 1,051 |
| Total number on hand April 30, 1951 | | | 57,694 |

## PERIODICALS
(currently received)

| | By subscription | By gift | ***Gov't. (gift) | TOTAL |
|---|---|---|---|---|
| Magazines: | 440 | 98 | 30 | 562 |
| Newspapers: | 12 | 6 | | 18 |

*Includes MacNair collection: Reference 77; General 118; Far Eastern 1791. TOTAL 1986
**Art masterpieces framed for rental.
***Does not include classified periodicals.

CLASSIFICATION AND CATALOGING
May 1, 1950 — April 30, 1951

NUMBER OF BOOKS ADDED IN EACH CLASS

| Class no. | Name of class | Gov't. docs. | Ref.* | General* | Total |
|---|---|---|---|---|---|
| 000 | General works, encyclopedias, etc.... | 3 | 192 | 25 | 220 |
| 100 | Philosophy, psychology, ethics..... | | 1 | 110 | 111 |
| 200 | Religion, Bible, etc..... | | 2 | 196 | 198 |
| 300 | Sociology, economics, education, etc. | 124 | 76 | 572 | 772 |
| 400 | Philology..... | | 6 | 45 | 51 |
| 500 | Science..... | 97 | 13 | 170 | 280 |
| 600 | Useful arts..... | 32 | 24 | 107 | 163 |
| 700 | Fine arts..... | | 13 | 239 | 252 |
| 800 | Literature..... | 1 | 14 | 563 | 578 |
| 900 | History, travel, biography, etc..... | 7 | 32 | 531 | 570 |
| | Totals..... | 264 | 373 | 2,558 | 3,195 |
| | Pamphlets cataloged (unaccessioned).. | 112 | 40 | 261 | 413 |
| | Books recataloged..... | 11 | | 315 | 326 |
| | GRAND TOTAL..... | 387 | 413 | 3,134 | 3,934 |

AUDIO - VISUAL

Slides cataloged..... 131

GOVERNMENT DOCUMENTS

The following report indicates the total number of federal and California State documents now available for use. All document series have been entered in a permanent checking record and have cards in catalog and shelf lists.

ACCESSIONED:

Federal Documents:

| | | |
|---|---|---|
| On hand May 1, 1950..... | 6,159 | |
| Cataloged..... | 261 | |
| Total..... | 6,420 | |
| Withdrawn..... | 158 | |
| Total on hand April 30, 1951..... | | 6,262 |

California State Documents:

| | | |
|---|---|---|
| On hand May 1, 1950..... | 562 | |
| Cataloged..... | 3 | |
| Total..... | 565 | |
| Withdrawn..... | 10 | |
| Total on hand April 30, 1951..... | | 555 |

Total Federal and California State Documents..... 6,817

UNACCESSIONED:

Federal Documents:

| | | |
|---|---|---|
| On hand May 1, 1950..... | 30,691 | |
| Added by cataloging..... | 103 | |
| Added by document checking..... | 3,134 | |
| Total..... | 33,928 | |
| Withdrawn..... | 641 | |
| Total on hand April 30, 1951..... | | 33,287 |

California State Documents:

| | | |
|---|---|---|
| On hand May 1, 1950..... | 3,440 | |
| Cataloged..... | 9 | |
| Added (Serials Department)..... | 165 | |
| Total..... | 3,614 | |
| Withdrawn..... | 8 | |
| Total on hand April 30, 1951..... | | 3,606 |

Total Federal and California State Documents..... 36,893

GRAND TOTAL FEDERAL AND CALIFORNIA STATE DOCUMENTS, APRIL 30, 1951..... 43,710

*Includes MacNair Collection: Ref. 4; Gen. 43; Far Eastern 661; MacNair total 708
Since January, 1951, General MacNair books are included in regular statistics.

GIFTS
May 1, 1950 - April 30, 1951

| NAME | BOOKS | PAMPHLETS | PERIODICALS | FILMS | RECORDINGS | OTHER |
|---|---|---|---|---|---|---|
| Allen, Jerome | Gift not counted to date | | | | | |
| Beattie, Mrs. George W. | 14 | | | | | |
| Bromberger, Professor F. S. | 4 | | | | | |
| Caverhill, Beverley | 5 | | | | | |
| Dudley, Frank E. | 2 | | | | | |
| Eckels, Dr. Richard P. | 22 | | | | | |
| Greenway, Frank, Jr. | 1 | | | | | |
| Hile, Esther | | | 44 | | | |
| Howell, Robert T. | 1 | | | | | |
| Hynes, Dr. Gordon | 3 | | | | | |
| Jennings, Louise | 1 | | | | | |
| Jett, Jack | 6 | | | | | |
| Marsh, Mrs. H. E. | | | 56 | | | |
| Mattingly, Dr. Caroline | 6 | | | | | |
| Mild, Dr. Warren P. | 1 | | | | | |
| Nance, Mrs. Afton | 11 | | | | | |
| Nichols, Dr. E. R. | 5 | | | | | |
| Occidental College | 2 | 1 | | | | |
| Park, Esther Alleen | 2 | | | | | |
| Pastorius, C. Sharpless | | | | | | 614pict |
| Philippines, Univ. of... | 1 | | | | | |
| Pisk, Dr. Paul | 5 | | | | | |
| Poore, David | | | | | 2 albums | |
| Powell, Dr. Lawrence Clark | 1 | | | | | |
| Prendergast, Mrs. J. J. | 1 | 1 | 26 | | | |
| Price, Eva | 28 | | | | | |
| Rancho Santa Ana Botanic Garden | | | 1 sub. | | | |
| Raymer, Dr. Robert | | | 24 | | | |
| *Redlands in Hawaii | 22 | 27 | 5 | | | |
| Redlands, Univ. of...French Dept. | 1 | | | | | |
| Redlands, Univ. of...Music Dept. | 3 | | | | | |
| Redlands, Univ. of...Pres. Off. | 3 | | | | | |
| Schultz, A. R. Jr. | | | 3 | | | |
| Sherry, Mrs. Ruth Forbes | 2 | | | | | |
| Soltau, Dr. David L. | 35 | | | | | |
| Stickney, Lawrence | 1 | | | | | |
| Storrow, Mrs. Letha Lewis | Gift not counted to date | | | | | |
| Suess, Mrs. J. J. | 1 | | | | | |
| Utah, Univ. of... | 1 | | | | | |
| Walker, Marjorie | | | 46 | | | |
| Wallis, Charles L. | 2 | | | | | |
| Wesley Club, Methodist Church | | | 2 | | | |
| Williams, Helen | 9 | | | | | |
| Wilson, Dr. Donald P. | 1 | | | | | |
| Woodrow, Dr. Harold | | | 2 | | | |
| Miscellaneous, corporations, etc. | 42 | 1 | 5 | | | |
| TOTAL | 245 | 30 | 214 | | 2 albums | 614pi |

*Abend, Hallett
American Factors, Ltd.
Bishop National Bank of Hawaii
Hawaii. Board of Agriculture
Hawaii. Tuberculosis Association
Hawaii. Dept. of Pub. Instruction
Honolulu.Bd. of Pub. Parks & Recr.
Honolulu Dairyman's Association
Lau, Alma Wong
Loper, Harold
MacDonald, Elizabeth
MacFarlane, Kathryn J.
MacWilliams, Carey
Millis, Walter
Neal, Harriet K.
Shoemaker, James H.
Tempski, Armine von
Trumbull, Robert
de la Vergne, George
Van Brocklin, Peggy
Van Brocklin, Vincent
Watts, Marjorie W.

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1951/52

UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1951 - April 30, 1952

TO THE PRESIDENT, MEMBERS OF THE BOARD OF TRUSTEES, AND THE LIBRARY COMMITTEES:

This year has been devoted to improving our public services, to concentrating on back work and projects, to evaluating the collection, to streamlining the procedures, and to shifting the collection in order to accommodate it to our ever diminishing shelving space. We are very grateful for the action of the mid-winter meeting of the Board of Trustees authorizing the Building Committee to proceed with plans for enlarging the physical plant. The additional steel shelving which was installed last May eased the shelving situation temporarily, but it will be critical by 1954.

The University is especially fortunate in having a faculty with an interest in and appreciation of the Library. We are very grateful for the fine manner in which they cooperate with the librarians in the building of the collection by recommending books for purchase, and by suggesting those titles which are no longer of value to the collection. Since the Library is the chief instructional tool for many subject fields, the faculty must have a large part in its selection. Its value lies in its use which is dependent upon the teaching methods of, and the inspiration generated by, the individual professors.

PERSONNEL (APPENDED SHEET NO. 1)

A "thank you" is due the members of the Library Committee (APPENDED SHEET NO. 1) for their cooperation and interest. Dr. David Fletcher was appointed to serve during 1951-52 for Dr. Albert Baez, who has been on leave of absence. Dr. Pratt Spelman was the new faculty member replacing Dr. David Poston.

I take this opportunity to express my appreciation to the staff for their accomplishments of the year. I am sorry that their reports cannot be incorporated in this report, and that I can give only the high points. It is difficult for one, who is not a librarian, to realize the vast amount of detail which must be carefully and consistently cared for in addition to the ready services rendered the public. Especially, do I thank them for the wonderful spirit, and the manner in which they assumed extra responsibilities during my illness and the long period when I was unable to carry a full load. In spite of the handicaps, it has been an outstanding year in accomplishments.

Miss Charlotte Oakes, who had served as Catalog Librarian for almost seven years, resigned in October to become the head of the cataloging department of the Pasadena Public Library. Miss Oakes

THE LIBRARY OF THE
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had given excellent service to the Library, and had made a large place for herself on the Campus and in the community. We were very fortunate in employing Mrs. Dorcas Worsley Connor as her successor. Mrs. Connor worked half time for a month and assumed full responsibility at the time of Miss Oakes' leaving.

Mrs. Connor is a graduate of the University of Arizona with her professional training received at the University of California. As an undergraduate she was a student assistant. She has had broad experience in librarianship. She was cataloger in the San Mateo County Library, and held a temporary assignment in cataloging and reference at Duke University. She served on the staff of the Pan American Union as a research assistant to specialists and edited the Pan American Bookshelf for four months. continuing for six months as the first editor of LEA, its successor. She is the author of several articles, and the editor of a number of published bibliographies. Prior to coming to this staff, she served for a time in the Library of Congress.

She has traveled extensively in Mexico. She lived for two years in Quito, Ecuador, and for six months, in Havana, Cuba. While in Quito, she organized and directed a special library course for Ecuadorian librarians. In the summer of 1947, she served as guide-interpreter for the Librarians of the Americas who traveled across the U. S. to attend the American Library Association meeting in San Francisco. In her brief period on this Campus, she has made a place for herself with the faculty, students, and library staff. She is, also, in demand as a speaker for organizations, on and off the campus.

Another very fortunate addition to the staff was Mrs. Wanda Rice, who replaces Mrs. Nelle Leaver as catalog typist. Mrs. Rice is a college graduate and received very fine experience in her undergraduate student assistant work. She is far more than a catalog typist, for her alert mind and careful attention to detail, industry and enthusiasm has made it possible to give her projects which have long needed to be done, but for which the professional staff did not have time.

Mrs. Connor, Mrs. Rice and Miss Stone have made an excellent trio in the catalog department. Miss Stone's duties have been broadened to include the cataloging of fiction, and the preliminary checking for correct bibliographic detail for all orders and gifts. The employment of these two non-professional assistants has improved the efficiency of that department as was predicted. They have been considerably slowed down by the excessive turnover in student assistants, as the pasting, lettering, embossing and mending is done by students.

Miss Gertrude Odell of the San Bernardino Valley College Library staff served as the extra staff member during the summer sessions, and we are happy that she can work with us again this summer. This interim librarian is very valuable for summer sessions are heavy and regular vacations must be largely scheduled during the period.

The mention of the various staff members throughout this report indicates their responsibilities and accomplishments.

They have been active in professional, campus, church and community activities. They are all members of the American Library Association and of the California Library Association, and the sections for college librarians. Mrs. Connor is a member of the catalogers' section of A. L. A., and of the Los Angeles Regional Group of Catalogers. Miss Hile has served as President of the Southern District of the California Library Association, and on the Executive Board of the C. L. A.

Mrs. Carlson has continued a faithful member of the choir of the First Baptist Church, and Miss Hile as the secretary of the Building Committee. Miss Dague has taught a church school class at the First Methodist Church, and Miss Burch has served as Vice-Chairman of the Official Board and as Student Work Secretary of the Woman's Society of Christian Service of the University Methodist Church.

All are members of the American Association of University Women. Mrs. Carlson served on the Nominating committee and Miss Burch on the Fellowships-Scholarships Committee of the Redlands Branch, while Mrs. Connor was active in committee work of the San Bernardino branch. Miss Burch has served on the Membership committee of the Redlands Y. W. C. A. All have been active in miscellaneous community events. Miss Burch has served as counsellor for eight girls on the Campus and Mrs. Connor has been active in the Campus International Relations Club.

The library is losing some superior student assistants this year. Miss Marthalie Chesnutt has been a member of that staff for the past four years, and has made an outstanding contribution in the public service division. The turnover in student assistants has been very discouraging. The short periods of service are indicated on the APPENDED SHEET NO. 1. Too many students indicate that they are desperately in need of work until social and extra-curricular activities take so much of their time and interest that their academic work suffers. Then they drop their library work. Again, some of the best assistants transfer to better paying jobs after a short time on the staff. It is difficult to find suitable replacements after the semester is started, and the training of so many students takes up too much professional staff time. Students are an asset in the less complicated clerical jobs, but a doubtful help in others. It is unfortunate that it is necessary to employ them for projects which need continuity in their performance. Their chief interests are elsewhere, and they cannot acquire the necessary skills in ten hours a week with time out for vacations.

PUBLIC SERVICES

The instruction of the students in the use of the Library continued this year. The librarians were again invited to conduct each freshman English class for two periods. Upper division classes

have been brought to the Library by their professors for instruction in the use of the special tools of their respective subject fields. This is important, but difficult for there is no place in the Library where a class can meet without disturbing other students.

One professional librarian is on duty for service to the public at all times when the Library is open. While the Loan and Reference Librarians have the responsibility of the public services, the Acquisitions and Catalog Librarians are scheduled for some hours each week and for one Sunday in four. It is important for them to have this contact, for no one is better equipped than the latter to interpret the card catalog. By seeing the layman's use and approach to it, she is better able to improve its usefulness.

Miss Burch has done a commendable work in arranging displays. Each week the newly cataloged books are shelved in the rotunda. The book jackets on which the call numbers are written by the catalog typist are sent to the reference librarian with the books. From time to time, they are attractively arranged on the bulletin board. The new pamphlets and many new government documents are regularly displayed in prominent places. A list of the newly cataloged books is sent out semi-monthly to the faculty, as in the past, and a copy is posted near the new book display. Special displays have been arranged to aid in the program of instruction upon the request of a faculty member. These are assembled in cooperation with the instructor. Other displays publicize special days, or material.

The information file was completely checked and pamphlets which were no longer of value were discarded. The drawers of biographical clippings and occupational pamphlets were transferred to another file which occupies a prominent place in the reference reading room. This gives emphasis to these materials and leaves much needed space for other pamphlets. The file of subject headings used in the information file was checked with the pamphlets and they are now in agreement.

A very much needed revision of the periodical records has been under way since December. This project has involved all the members of the staff, and there has been fine cooperation in working out new forms and methods. Mrs. Rice, the catalog typist, has taken on the project with intelligence and enthusiasm. It is a detailed project, but she is especially well qualified for it. She devotes one afternoon a week, and more time some weeks, if other work permits.

The missing book card file has been brought up to date, and the catalog cards have been removed for books which were still missing after being searched at intervals. While the cards are withdrawn from the catalog, they remain in the other records. If the book is later found, the cards are refiled. If it is not, it is withdrawn from all records, and it is decided if a replacement is to be ordered.

Miss Dague is responsible for all the circulation work which includes books from the stacks and reserve desk, recordings, slides, pamphlets, and mounted pictures, as well as the issuing of borrowers' cards, sending overdue notices, collecting fines, and shelving books and periodicals. She has charge of preparing periodicals for the bindery and mounting pictures. She has the responsibility of supervising the student assistants who assist in these processes, which means that she supervises the majority of the student assistants.

In addition to her regular reference duties, information file, government document and interlibrary loan work, the Reference Librarian has done a great deal of checking of special bibliographies and the new edition of "Guide to Reference Books". This latter involved some intensive work as it was requested as a sampling of our collection for Mr. Ralph Esterquest who was evaluating the libraries of the seven colleges for the Ford Foundation. She has, also, assisted in taking books from the stacks for storage and withdrawal.

The audio visual program, which involves the showing of educational films in classes, has been a burden on the Library this year. When the program was launched four years ago, the University provided the projectionist while the Library scheduled the showings, ordered and returned the rental films, and housed the equipment. Since then the University adopted the policy of using student projectionists. This has placed more of a load on the Librarian's office than is its fair share. Miss Knox, the secretary, has endeavored to keep the program functioning with the same degree of efficiency. She has done a fine work, but it has required so much of her time that her regular duties (and the Librarian) have suffered.

ACQUISITIONS AND COLLECTIONS (APPENDED SHEETS NOS. 2, 3, 5 and 6)

The project of shifting the collection to the new shelves, the visits of the accrediting committees of The Western College Association and the California Department of Education in the early winter, and of Mr. Ralph Esterquest of the Midwest Inter-Library Center for the Ford Foundation in February, gave added impetus to the project of studying the collection. Special reports were required by each of the three visiting agencies.

While this program of evaluation has been in process for the past several years and must always be a continuing one, it was made one of the primary goals for the year. Members of the faculty have been very helpful in appraising the books of their respective subject fields. Some 516 volumes have been withdrawn from the collection, and many others have been moved to the processing department until such time as there is again room for them in the stacks. The storing of books in another building has been very unsatisfactory for it is impossible to prophesy the requests of the public, and well nigh impossible to spare a member of the staff to go for a book when it is requested. The amount of time consumed in this evaluation process has been a revelation to

members of the faculty, and they escape the follow-up work. After the decisions have been made, the books must be withdrawn or stored, and the records changed to indicate their new locations, if stored.

The great concern of the Librarian is that the Library resources be adequate for immediate course needs, for honors work, for the alert student with the inquiring mind, and for graduate students. This means, not only the purchase of books for supplementary reading, but those for related fields and those of a general nature. One must depend upon purchases for these. Many gifts are valuable additions, but very frequently they are not the books which would be purchased. Again, the faculty members cooperate by recommending books for purchase, and assist in the process of selecting the gifts which are to be added to the collection.

This winter each faculty member was given a form (See APPENDED SHEET NO. 8) on which had been entered all the courses of his subject field. There was a very good response, and the information thus gleaned is a guide for purchasing.

The table given below indicates the yearly growth of the library collection from 1936-37 to date. The total number of volumes added may be found in the second column of APPENDED SHEET NO. 3. The figures given below are slightly less than those totals, as theses and lost books returned to the collection have not been included.

| Year | Purchases | Gifts | Periodicals Bound | Government Publ. |
|---|---|---|---|---|
| 1936-37 | 1039 | 341 | 356 | 466 |
| 1937-38 | 1022 | 475 | 335 | 451 |
| 1938-39 | 2611 | 526 | 558 | 292 |
| 1939-40 | 1532 | 312 | 481 | 381 |
| 1940-41 | 1762 | 523 | 434 | 588 |
| 1941-42 | 1747 | 313 | 457 | 515 |
| 1942-43 | 1403 | 357 | 566 | 560 |
| 1943-44 | 1753 | 762 | 497 | 395 |
| 1944-45 | 1579 | 363 | 589 | 277 |
| 1945-46 | 1708 | 297 | 531 | 205 |
| 1946-47 | 1761 | 277 | 424 | 323 |
| 1947-48 | 1770 | 192 | 624 | 276 |
| 1948-49 | 1636 | 2685 | 645 | 252 |
| 1949-50 | 1255 | 1257 | 552 | 312 |
| 1950-51 | 1659 | 729 | 527 | 282 |
| 1951-52 | 1384 | 1140 | 503 | 235 |

The average number of volumes purchased from 1936-37 through 1944-45 was 1,604 and only 1,596 from 1945-46 to date. This is unfortunate as this latter period has shown a marked increase in enrollment, and more emphasis on graduate study.

Graduate work involves much greater library resources than does undergraduate, and, to date, the Library has been building for undergraduate work only. The book budget has never permitted much buying on the strictly graduate level, and, while many books of the undergraduate program can be used by graduates, any launching of an extended graduate program will involve the purchase of considerable materials to satisfy the increased demands. This will mean, in addition to increased funds for books and staff, that more shelving space must be provided.

It is good that the Administration and the Board of Trustees are not worshipers of statistics, but approve of the disposing of obsolete books. This permits the building of a live working collection and relieves valuable shelving space. The belief that it is less expensive to leave a useless book on the shelf, rather than withdraw it, is fallacious. The space it occupies and the housekeeping it requires are maintenance costs so long as it is kept.

PROCESSING DEPARTMENTS

The processing department librarians rarely get the credit which is due them. Theirs is the responsibility for ordering and receiving books, periodicals, slides, filmstrips; for making them available through the index of the library—the card catalog; and for giving each a location symbol which will place it with other material on the same subject in the library. They must, also, withdraw books from all records. Since the size of that staff is only sufficient to care for the current purchases, the fairly large gifts of the past several years have made it impossible to keep abreast of the increased load. There has been little time to evaluate methods and procedures. This year there has been a concentrated effort to catch up on this book work.

It was a great satisfaction when the large accumulation of gifts had at last been checked for correct entries and cards for them filed. Prior to this, it was impossible to know if a gift library included a specific book which was being requested for purchase. Before the arrival of the new steel shelves last May, the most of the Storrow and Allen gifts were boxed in the basement of Fairmont Hall. Many of them have now been added to the collection while many duplicates have been sorted out and shelved in one location. Some 1,140 gifts have been added by accession this year.

Cataloged volumes included, not only gifts, but government documents, United Nations publications, and purchases which involved the more complicated cataloging problems. The catalog department has cataloged 4,085 volumes during the year, and withdrawn 516 in addition to many time consuming projects which do not show in

statistics. The bulk of the MacNair gift is now completed with the exception of the books in Chinese. These have been set aside as they must have the attention of a Chinese language cataloger.

The reference shelf list was revised, and other important files are being brought up to date as time permits. The periodical catalog which was previously mentioned is one of the most important of these files.

The new steel shelves have permitted of a better arrangement for the books in process in the processing departments. Streamlining of both physical arrangement and routines is a continous process. We are working these out carefully so that we can better plan an efficient arrangement for quarters in the new addition.

Mrs. Carlson has the responsibility of the files for outstanding orders, for gifts awaiting decision, for duplicate gifts being held for replacement copies or for disposal, for requests for future purchases, for the completed orders of the current year, and for the Librarian's budget control file. She is also responsible for the visible files in which are recorded the arrival of all periodical issues, and continuations. (These are bulletins, proceedings, yearbooks) She has the responsibility of placing the orders for all purchases and subscriptions, checking the incoming materials, and approving their invoices.

Since she has only student assistants, she works under a decided handicap. The situation has been particularly difficult this year as it has been found difficult to find students qualified for the exacting clerical duties involved. She has trained, or tried to train, four different students into the order work this year. Her work continues at the same momentum whether school is in session or not, but she has had no students working during vacations. This resulted in her having to do a great many clerical tasks for which a professional salary should not be paid, while professional responsibilities are pushed aside. It is necessary for her to do this for book orders must be sent and shipments checked as soon as possible.

Here, again, it has been gratifying to have the files revised and brought up to date. Checking the orders and gifts for correct forms of authors' names and for correct bibliographic detail is an exacting and time consuming task. With Miss Stone relieved of the catalog typing, she now does this first checking, in addition to her other work as catalog assistant.

PHYSICAL PLANT

Shortly after the beginning of the new report year, the new shelves arrived. This called for concentration on the big shifting project. It involved moving all the books of the reference reading room, the periodical reading room, the government document room, the MacNair library, and many volumes in the stacks. The overcrowded stacks were relieved by moving books to the reference

room, the periodical room, withdrawing many, and storing others in the processing department. Many long runs of government documents had to be transferred to the processing departments, also in order to make room for growth, and to make it possible to locate the MacNair Far Eastern Library where it could be serviced by the reserve desk staff. It is unfortunate that it has been necessary to decentralize the collection for it makes the locating of books baffling to the veteran library patron, and is wholly confusing to the novice.

Some shifting in the stacks has been done, but, for the most part, this remains for the coming year. When the project of the evaluation of the collection is completed, and obsolete volumes withdrawn and others transferred to the processing department for storage, the entire stacks area must be reorganized. At the present time, there appears to be space because the areas where books have been removed have not been utilized. This free space is the only reserve which the physical plant has available for future growth of the collection until such time as there is an addition to the building.

The lower hall, and the offices of the Librarian and Secretary were redecorated this spring. Fortunately, the smudge of the past two years has not affected the Library appreciably. Visitors frequently ask if we have been redecorated recently.

The library staff completed its LIBRARY BUILDING MEMORANDUM for the architect and Building Committee in April. It is our belief that by carefully planning an addition, the present building can be altered to meet the needs of a present day college library. It is hoped that the project can be completed before it is necessary to decentralize the collection any further.

CONCLUSION

The new shelving and the prospects for an addition to the building are greatly appreciated. It will be a great day when the collection can be unified, with sufficient shelving space, so the present problem of shifting can be reduced to a minimum.

A careful and systematic study of the undergraduate curricular offerings is long past due, as is a decision on the subject fields in which graduate study is to be encouraged. If the Library builds a collection which properly supplements the subjects of the instructional program, it is necessary to know what such subjects are to be, and what fields of graduate study are to be developed. Too often a new course is added because of the special interest of a new faculty member, and is dropped when he leaves the institution. This often leaves the Library with a collection which, however good it may be, is dead material so far as the local needs are concerned. Long range planning would eliminate this for new courses would not be added until a definite need so demanded. In planning an extension of the graduate program, in addition to increased book and staff funds, much thought must be given to it, and care must be taken that the

physical plant will provide adequate space for its housing. At present, a normal undergraduate buying program will change a critical shelving situation into an impossible one in less than three years.

Again, I recommend the employment of another full time non-professional staff member. Periodicals, continuations, government documents, gifts, and book purchases must be cared for uniformly throughout the year, and must be consistently processed. This is impossible with students who work for short periods and only when school is in session. We need a clerical assistant to care for the above, the preparation of periodicals for the bindery, and other miscellaneous jobs. This would eliminate the present bottle neck in the order department.

Not only the Library, but the other offices where clerical assistants are employed, are faced with the necessity for paying higher salaries in order to retain good assistants. It is hoped that the salaries for these employees can be increased.

Respectfully submitted,

Esther Hile
Librarian

## PERSONNEL
### July 1, 1951 — June 30, 1952

Esther Hile, Librarian, September, 1931 -
Cecilia Burch, Reference Librarian, Summer Sessions, 1948, 1949; August, 1950 —
Maude C. Carlson, Acquisitions Librarian, September, 1931 - August, 1933; April, 1943 -
Dorcus W. Connor, Catalog Librarian, October, 1951 -
Mary I. Dague, Loan Librarian, September, 1949 -
Gertrude Odell, Summer, 1951.
Marjorie Knox, Secretary to the Librarian, August, 1944 -
Bernice Stone, Catalog Assistant, September, 1946 -
Wanda Rice, Catalog Typist, September, 1951 -

Members Who Resigned During The Year

Charlotte Oakes, Catalog Librarian, January, 1944 - October, 1951.
Nelle Leaver, Catalog Typist, December, 1950 - July 1, 1951.

## STUDENT ASSISTANTS
(Students who have worked more than 25 hours)

**Ballesteros, David
Barrett, JoAnn
Bentley, Donna Jean
Bueermann, Richard
Brown, Eugene
*Cain, Joanne
*Califf, Georgina
Carroll, John
**Chan, Phillip
Chesnutt, Marthalie
Croy, Carolyn
*Evans, Roberta
Fisher, Lois
*Fujita, Jean
Garrett, Robert
*Harris, Phyllis
**Heacock, Margaret
Herman, Eleanor
*Hoffman, William
**Hood, Theodore
**Howard, Annette
**Hussey, M. Carolyn
**Johnston, Ronald
Jordan, Anne Marie
*Jordan, Ruth
**Klein, Harold
Kraft, Ruth
Kuo, John
Lance, Wayne D.
Lease, William
Lenox, Mary
*Morner, Patricia
**Merrill, Lawrence
*Perkins, Patricia
Reed, Roy
Rich, Marjorie
**Robertson, Alton
Rohrman, James
**Sanders, Jeanene
Searles, Marie
Sichler, Anita
**Stephens, Roderic
*Stephenson, Gilbert
*Taylor, Jane
*Thompson, James
Vierich, Richard
Wilson, Donald
**Yen, Susana

*One semester only. **less than one semester

## FACULTY-TRUSTEE LIBRARY COMMITTEE

Trustee:
Dr. Theron Chastain, Chairman
Mrs. Arthur Gatter
Dr. Stanley Silke

Faculty:
Prof. F. S. Bromberger '52
Dr. David A. Fletcher '53
Dr. Leslie P. Spelman '54

Dr. George H. Armacost, ex officio
Miss Esther Hile, ex officio

# LIBRARY BUDGET
July 1, 1951 - June 30, 1952

| | | | |
|---|---|---|---|
| Personnel: | | | |
| Salaries | $ 25,260.00 | | |
| Annuities | 738.00 | | |
| Social Security | 325.00 | | |
| Student Assistants | 7,200.00 | $ 33,523.00 | |
| Administration: | | | |
| Postage | 130.00 | | |
| Supplies | 1,000.00 | | |
| Repairs | 135.00 | | |
| Telephone | 300.00 | | |
| Travel | 100.00 | | |
| Entertainment | 25.00 | $ 1,690.00 | |
| Books and periodicals: | | $ 10,050.00 | |
| Equipment: | | $ 250.00 | |
| Other: | | $ 50.00 | |
| Library budget total: | | $ 45,563.00 | |
| Audio Visual Aids: | | | |
| Films | 150.00 | | |
| Equipment | 75.00 | | |
| Supplies and Repairs | 75.00 | | |
| Projectionist | 200.00 | $ 500.00 | |
| | | | $ 46,063.00 |

## ACCESSIONED VOLUMES ADDED AND WITHDRAWN

| YEAR | ACCESSIONED AT BEGINNING OF YEAR | VOLUMES ADDED | ACCESSIONED AT END OF YEAR | WITHDRAWN DURING YEAR | ON HAND END OF YEAR |
|---|---|---|---|---|---|
| 1909-11 | | 1,680 | 1,680 | | 1,680 |
| 1911-12 | 1,680 | 0 | 1,680 | | 1,680 |
| 1912-13 | 1,680 | 482 | 2,162 | | 2,162 |
| 1913-14 | 2,162 | 203 | 2,365 | | 2,365 |
| 1914-15 | 2,365 | 591 | 2,956 | | 2,956 |
| 1915-16 | 2,956 | 502 | 3,458 | | 3,458 |
| 1916-17 | 3,458 | 261 | 3,719 | | 3,719 |
| 1917-18 | 3,719 | 371 | 4,090 | | 4,090 |
| 1918-19 | 4,090 | 309 | 4,399 | | 4,399 |
| 1919-20 | 4,399 | 508 | 4,907 | | 4,907 |
| 1920-21 | 4,907 | 1,344 | 6,251 | | 6,251 |
| 1921-22 | 6,251 | 871 | 7,122 | | 7,122 |
| 1922-23 | 7,122 | 1,254 | 8,376 | | 8,376 |
| 1923-24 | 8,376 | 2,025 | 10,401 | | 10,401 |
| 1924-25 | 10,401 | 1,670 | 12,071 | | 12,071 |
| 1925-26 | 12,071 | 2,320 | 14,391 | | 14,391 |
| 1926-27 | 14,391 | 3,076 | 17,467 | | 17,467 |
| 1927-28 | 17,467 | 3,912 | 21,379 | | 21,379 |
| 1928-29 | 21,379 | 3,509 | 24,888 | | 24,888 |
| 1929-30 | 24,888 | 3,919 | 28,807 | | 28,807 |
| 1930-31 | 28,807 | 4,503 | 33,310 | | 33,310 |
| 1931-32 | 33,310 | 3,053 | 36,363 | | 36,363 |
| 1932-33 | 36,363 | 4,687 | 41,050 | | 41,050 |
| 1933-34 | 41,050 | 2,536 | 43,586 | | 43,586 |
| 1934-35 | 43,586 | 2,014 | 45,600 | 1,054 | 44,446 |
| 1935-36 | 45,600 | 2,782 | 48,382 | 238 | 47,090 |
| 1936-37 | 48,382 | 2,384 | 50,766 | 101 | 49,373 |
| 1937-38 | 50,766 | 2,331 | 53,097 | 156 | 51,548 |
| 1938-39 | 53,097 | 4,028 | 57,125 | 434 | 55,142 |
| 1939-40 | 57,125 | 2,775 | 59,900 | 2,301 | 55,616 |
| 1940-41 | 59,900 | 3,400 | 63,300 | 206 | 58,810 |
| 1941-42 | 63,300 | 3,100 | 66,400 | 580 | 61,330 |
| 1942-43 | 66,400 | 2,898 | 69,298 | 1,179 | 63,049 |
| 1943-44 | 69,298 | 3,502 | 72,800 | 658 | 65,893 |
| 1944-45 | 72,800 | 2,834 | 75,634 | 1,082 | 67,645 |
| 1945-46 | 75,634 | 2,754 | 78,388 | 479 | 69,920 |
| 1946-47 | 78,388 | 2,802 | 81,190 | 280 | 72,442 |
| 1947-48 | 81,190 | 2,901 | 84,091 | 613 | 74,730 |
| 1948-49 | 84,091 | 5,252 | 89,343 | 527 | 79,455 |
| 1949-50 | 89,343 | 3,352 | 92,695 | 433 | 82,374 |
| 1950-51 | 92,695 | 3,250 | 95,945 | 844 | 84,780 |
| 1951-52 | 95,945 | 3,332 | 99,277 | 516 | 87,596 |

Appended sheet no. 4A

Library, June, 1952

# CIRCULATION

## May 1, 1951 to April 30, 1952

(As the library has open stacks, these statistics do not include those books and periodicals which are not on reserve, but are used in the library)

| Class by subject | 000 | 100 | 200 | 300 | 370-379 | 400 | 500 | 600 | 700 | 800 | 900 | B | pe... | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 210 | 2662 | 3497 | 4496 | 1226 | 362 | 2139 | 1614 | 3434 | 7159 | 3746 | 152 | 632 | 31,319 |
| 3 and 7-day | 7 | 160 | 136 | 246 | 3642 | 36 | 132 | 14 | 15 | 310 | 35 | 6 | 1 | 4,740 |
| Reserves | Not listed by class number - | | | | | Loaned for one hour and overnight | | | | | | | | 15,644 |
| Totals | 217 | 2822 | 3633 | 4742 | 4868 | 398 | 2261 | 1628 | 3449 | 7469 | 3781 | 158 | 633 | 51,703 |
| Mounted Pictures - 316 | | | | | | | | | | | | | | |

### REGULAR SEMESTERS AND SUMMER SESSIONS

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 205 | 2564 | 3411 | 4378 | 1183 | 352 | 2054 | 1550 | 3356 | 6977 | 3603 | 150 | 616 | 30,399 |
| 3 and 7-day | 7 | 156 | 132 | 239 | 3641 | 36 | 129 | 12 | 15 | 300 | 34 | 6 | 1 | 4,708 |
| Reserves | | | | | | | | | | | | | | 15,602 |
| Totals | 212 | 2720 | 3543 | 4617 | 4824 | 388 | 2183 | 1562 | 3371 | 7277 | 3637 | 156 | 617 | 50,709 |

### **VACATION PERIODS

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 5 | 98 | 86 | 118 | 43 | 10 | 75 | 64 | 78 | 182 | 143 | 2 | 16 | 920 |
| 3 and 7-day | 0 | 4 | 4 | 7 | 1 | 0 | 3 | 2 | 0 | 10 | 1 | 0 | 0 | 32 |
| Reserves | | | | | | | | | | | | | | 42 |
| Totals | 5 | 102 | 90 | 125 | 44 | 10 | 78 | 66 | 78 | 192 | 144 | 2 | 16 | 994 |

* No record is kept of the reserve circulation by class. Reserve books are ordinarily loaned for one hour and overnight.

**Vacation periods are the days on which the library is open between semesters and during school holiday periods. The 1951-52 University year was divided as follows for statistical purposes:

| | |
|---|---|
| Regular semesters and summer sessions (2) | 286 days |
| Vacation periods (Open during days only) | 46 " |
| University holidays | 12 " |
| Sundays closed | 22 " |

## CIRCULATION (continued)

### AVERAGE DAILY CIRCULATION

| REGULAR SEMESTERS AND SUMMER SESSIONS | | VACATION PERIODS | |
|---|---|---|---|
| 14-day | 106.28 | 14-day | 20.00 |
| 3 and 7-day | 16.46 | 3 and 7-day | .69 |
| Total | 122.74 | Total | 20.69 |
| Reserves (based on 286 days) | 54.55 | Reserves (based on 46 days) | .91 |

### INTER-LIBRARY LOANS

| NAME | BOOKS BORROWED | BOOKS LOANED |
|---|---|---|
| A. K. Smiley Public Library | | 3 |
| Agricultural and Mechanical College (Prairie View, Texas) | | 1 |
| Bradley University | | 2 |
| California State Library | 10 | |
| California, University of (Berkeley) | 1 | |
| California, University of (Los Angeles) | 2 | |
| Chamberlain, Ted K. (Albuquerque, N. Mex.) | | 1 |
| Harvard University | 1 | |
| Illinois, University of | | 1 |
| Indiana, University of | 3 | |
| Library of Congress | 2 | |
| Los Angeles County Library | 1 | |
| Los Angeles Public Library | 1 | |
| Massachusetts General Hospital | | 1 |
| New York University | | 1 |
| Pasadena Public Library | 1 | |
| Pennsylvania State College | | 1 |
| Pittsburgh, University of | 1 | |
| San Bernardino Public Library | | 1 |
| Southern California, University of | 5 | 1 |
| Wisconsin, University of | | 1 |
| Totals | 28 | 14 |

CIRCULATION (continued)

## AUDIO-VISUAL EDUCATION

This report includes statistics for the Audio-Visual program as administered by the Library under the Audio-Visual Education Committee. Some departments have retained some of their slides, movies and equipment. The use of such is not included in this report. For the number of framed pictures, movies, recordings, slides, et cetera, in the Library see "Appended sheet no. 5. COLLECTION BY TYPE--MISCELLANEOUS".

| | | |
|---|---|---|
| *FILMS SHOWN | | |
| Rentals | 185 | |
| University of Redlands films | 98 | |
| Total | | 283 |
| SLIDES LOANED | | 1,229 |
| RECORDINGS LOANED | | 326 |
| FRAMED PICTURES RENTED | | 107 |

*38 rental films were unavailable or cancelled

REQUESTS FOR ALL TYPES OF AUDIO-VISUAL SERVICE BY DEPARTMENTS

| | |
|---|---|
| Psychology | 62 |
| Science | 58 |
| Home Science | 22 |
| Physical Education | 40 |
| Humanities | 29 |
| History, government, economics | 3 |
| Art | 13 |
| Music | 2 |
| Business | 3 |
| Languages and Literature | 16 |
| Education | 55 |
| Public Relations | 32 |
| Student Organizations | 17 |
| Other | 20 |
| TOTAL | 372 |

# LIBRARY ACQUISITIONS

April 30, 1952

## A. COLLECTION BY TYPE

| 1. BOOKS | | 2. PAMPHLETS | | 3. MISCELLANEOUS | |
|---|---|---|---|---|---|
| *Reference | 4,979 | Information | 11,572 | **Pictures (framed) | 74 |
| *General | 61,188 | *Reference | 1,549 | Pictures (mounted) | 1,148 |
| Bound pdls. | 14,534 | *General | 11,426 | Recordings (albums) | 106 |
| Federal docs. | 6,335 | Federal docs. | 35,362 | Recordings (singles) | 39 |
| State docs. | 560 | State docs. | 3,845 | Slides | 877 |
| | | | | Educational films | 42 |
| Total on hand | 87,596 | | 63,754 | Filmstrips | 32 |

## B. BOOKS

| | | | |
|---|---|---|---|
| Volumes accessioned to May 1, 1951 | | 95,945 | |
| Volumes added by gift | 1,140 | | |
| Volumes added by purchase | 1,384 | | |
| Bound periodicals added | 503 | | |
| Government docs. accessioned | 235 | | |
| Withdrawn volumes returned | 8 | | |
| Theses | 62 | | |
| Total | | 3,332 | |
| Total number accessioned to May 1, 1952 | | | 99,277 |
| Total number withdrawn to May 1, 1952 | | | 11,681 |
| Total number on hand April 30, 1952 | | | 87,596 |

## C. PAMPHLETS

| | | | | |
|---|---|---|---|---|
| Pamphlets on hand May 1, 1951 | | 57,694 | | |
| Number of pamphlets added: | | | | |
| Government documents | 2,500 | | | |
| Information file | 3,256 | | | |
| Miscellaneous | 918 | | | |
| Total | | 6,674 | | |
| Total | | | 64,368 | |
| Number of pamphlets withdrawn | | | 614 | |
| Total number on hand April 30, 1952 | | | | 63,754 |

## D. PERIODICALS
(currently received)

| | By subscription | By gift | ***Government | Total |
|---|---|---|---|---|
| Magazines: | 444 | 72 | 24 | 516 |
| Newspapers: | 10 | 1 | | 11 |

*Includes MacNair: Ref. - 89, General - 118, Far Eastern - 2042, Total: 2349
**Art masterpieces, framed for rental
***Does not include classified periodicals

LIBRARY ACQUISITIONS (Continued)
CLASSIFICATION & CATALOGING
May 1, 1951 - April 30, 1952

A. NUMBER OF BOOKS ADDED IN EACH CLASS

| Class no. | Name of class | Gov't. docs. | Ref.* | General* | Total |
|---|---|---|---|---|---|
| 000 | General works, encyclopedias, etc.... | 3 | 53 | 57 | 113 |
| 100 | Philosophy, psychology, ethics..... | 1 | 1 | 145 | 147 |
| 200 | Religion, Bible, etc..... | | 3 | 120 | 123 |
| 300 | Sociology, economics, education..... | 152 | 59 | 597 | 808 |
| 400 | Philology..... | | 13 | 33 | 46 |
| 500 | Science..... | 35 | 8 | 168 | 211 |
| 600 | Useful arts..... | 31 | 6 | 115 | 152 |
| 700 | Fine arts..... | 2 | 10 | 333 | 345 |
| 800 | Literature..... | | 15 | 864 | 879 |
| 900 | History, travel, biography, etc..... | 11 | 21 | 574 | 606 |
| | Totals..... | 235 | 189 | 3,006 | 3,430 |
| | Pamphlets cataloged (unaccessioned) | 127 | 33 | 107 | 267 |
| | Books recataloged..... | 19 | | 369 | 388 |
| | GRAND TOTAL... | 381 | 222 | 3,482 | 4,085 |

*Includes MacNair: Reference 9, Far Eastern 250, Total - 259.

B. GOVERNMENT DOCUMENTS

The following report indicates the total number of federal and California state documents now available for use.

ACCESSIONED:

Federal Documents:

| | | |
|---|---|---|
| On hand May 1, 1951..... | 6,262 | |
| Cataloged..... | 226 | |
| Total..... | 6,488 | |
| Withdrawn..... | 153 | |
| Total on hand, Apr.30, 1952..... | | 6,335 |

California State Documents:

| | | |
|---|---|---|
| On hand May 1, 1951..... | 555 | |
| Cataloged..... | 9 | |
| Total..... | 564 | |
| Withdrawn..... | 4 | |
| Total on hand, Apr.30, 1952..... | | 560 |

Total Federal and California State Documents..... 6,895

UNACCESSIONED:

Federal Documents:

| | | |
|---|---|---|
| On hand May 1, 1951..... | 33,287 | |
| Added by cataloging..... | 126 | |
| Added by document checking..... | 2,128 | |
| Total..... | 35,541 | |
| Withdrawn..... | 179 | |
| Total on hand, Apr. 30, 1952.... | | 35,362 |

California State Documents:

| | | |
|---|---|---|
| On hand May 1, 1951..... | 3,606 | |
| Cataloged..... | 1 | |
| Added (Reference Dept.)..... | 245 | |
| Total..... | 3,852 | |
| Withdrawn..... | 7 | |
| Total on hand Apr. 30, 1952.... | | 3,845 |

Total Federal and California State Documents, unac.....39,207

GRAND TOTAL, FEDERAL AND CALIFORNIA STATE DOCUMENTS, Apr. 30, 1952...46,102

GIFTS
May 1, 1951 - April 30, 1952

| NAME | BOOKS | PAMPHLETS | PERIODICALS | RECORDINGS |
|---|---|---|---|---|
| Baccus, Dr. Joseph H. | | 25 | | |
| Beattie, Mrs. George W. Beattie | | 4 | | |
| Bishop, Dr. Frank E. | 1 | | | |
| Brenan, Mr. Edward H. | 3 | | | |
| Curry, Robert M. | 2 | | | |
| Eckels, Dr. Richard P. | 48 | | 6 | |
| Edwards, Mrs. J. S. | 8 | | | |
| Flint, Francis | 8 | | | |
| Floyd, Mrs. Edith Mackay | 1 | | | |
| Herrick, Dr. Virgil E. | 1 | | | |
| Hilliard, Mr. Charles C. | 1 | | | |
| Hubler, James I. | 1 | | | |
| Huey, Mrs. William M. | 13 | | | |
| Jennings, Louise | 1 | | | |
| Kingsbury, Dr. Forrest | 4 | | | |
| Lee, Chinglun Frank W. | 1 | | | |
| Los Angeles County Probation Dept. | 1 | | | |
| Mattingly, Dr. Caroline | 2 | | | 1 album |
| Miller, Professor Ward S. | 1 | | | |
| Moritz, Dr. Charles | 1 | | 8 | |
| Okuma, Kazou | 1 | | | |
| Pierpoint, Charles O. | 1 | | | |
| Pisk, Dr. Paul | 35 | | | |
| Poore, David | 3 | | | |
| Powell, Dr. Lawrence Clark | | 1 | | |
| Prendergast, J. J. | 17 | | 25 | |
| Price, Miss Eva | 26 | | | |
| *Redlands in Hawaii | 21 | | | |
| Redlands, Univ. of...Music Dept. | 6 | | | |
| Redlands, Univ. of...Pres. Off. | 5 | | 13 | |
| San Bernardino Co.Chamber of Commerce | 1 | | | |
| San Barbara College Library | 19 | | | |
| Schoenau, William | 1 | | | |
| Threatt, William | 1 | | | |
| Tilton, Mrs. Ernest R. | 2 | | | |
| Turner, Beverley | 1 | | | |
| Miscellaneous, corporations, etc. | 44 | 18 | | |
| TOTAL | 280 | 48 | 52 | 1 album |

* Honolulu, Board of Water Supply
Wheeler, Mr. and Mrs. Richard Wheeler

UNIVERSITY OF REDLANDS LIBRARY

Department: Professor:

| Course | | | | Need for Library | | | | Library Facilities | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| No. | Units | New | Old | Much | Little | None | Added Copies | Exc. | V.G. | Good | Poor |

027
R318R
1952/53

UNIVERSITY OF REDLANDS LIBRARY

Annual Report of the Librarian
May 1, 1952 - April 30, 1953

TO THE PRESIDENT, LIBRARY COMMITTEE, AND THE BOARD OF TRUSTEES:

Only the librarians who have been in the midst of library activities can fully realize all the accomplishments of the year. There has been great satisfaction in the completion of several continuing projects, and considerable progress on others which have not yet been completed.

The highlights of the year include the greatly improved Freshman orieutation program; the sorting and disposal of over two thousand duplicate gifts; the periodical inventory, and the completion of the periodical cataloging; the mounting of almost nine hundred pictures; the enlargement of, and improvements in, the card catalog; the appraising and withdrawing of about nineteen hundred books and the storing in the processing department of several thousand volumes; the sorting and processing of the University publications; the completion of the recataloging of the biography books; and the simplifying of the serials files.

The above projects have been accomplished through the thoughtful, careful and diligent work of the staff for which I take this opportunity to thank them.

The Southern District of the California Library Association held its annual meeting on the campus on May 24, 1952, with over four hundred librarians in attendance. The District includes the twelve southern counties and has a membership of over eleven hundred. Many of the visitors had never been on the campus before, and were greatly surprised to find such a beautiful campus. Due to the fine cooperation of the library staff, the details of the meetings and luncheon were so capably organized and managed that our guests were highly complimentary. The Librarian, who was President of the District, again thanks her fellow workers for their exceptionally fine work.

There have been many problems, but there are two major problems which affect the library's effectiveness and the morale of the staff in no small way. Both have been with us for some time, and both have been mentioned repeatedly. These are the inadequacy of the building, and the need for more full time clerical assistance to ease the load added when we lost a professional member without replacement in 1950, and decrease the number of student workers. These will be dealt with later under PHYSICAL PLANT AND PERSONNEL.

THE LIBRARY OF THE
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PERSONNEL: (See Appended sheet no. 1)

A library's services are determined by the quality of its personnel. No matter how good the collection, unless it is carefully processed, housed and serviced, its usefulness is limited. It is impossible to give credit to each staff member for all that she has done, but the projects described later in this report are their handiwork, and I take this opportunity to express my thanks to them.

There have been two replacements on the staff during the year. Mrs. Maude C. Carlson was replaced by Miss Joann Karges and Mrs. Wanda Rice by Mrs. Hilja Lubert. Mrs. Carlson resigned to accept the position of Reference Librarian in the new Long Beach State College. She first joined the staff in 1931, serving for two years as head of the public services. During World War II she returned on temporary appointment to assume the same duties, replacing the present Librarian, who served as Acting Librarian during the military service of Dr. Donald C. Davidson. Upon his return, Mrs. Carlson was given the position of Bibliographer. Her temporary appointment was changed upon the death of her husband, Dr. Glen E. Carlson in 1948. The best wishes of the staff go with her in her new and challenging position.

The University was fortunate in replacing Mrs. Carlson by the appointment of Miss Joann Karges. Miss Karges is excellently equipped for the acquisitions duties. She has a broad knowledge of and love for books, and has had valuable experience in order work. She served as a clerical assistant in the New York Public Library, and the libraries of the Universities of Texas and Michigan while she was working on her M. A. in English and M. A. in Library Science, respectively. After receiving her M. A. L. S., she became a Senior Order Librarian in the latter institution. She has been tireless in her search for out of print books, and for missing numbers and backfiles of periodicals. Her work with the final sorting and disposal of the large number of duplicate and unnecessary gift books which were the residue of the several large gifts of the past five years is, indeed, commendable and appreciated. Three hundred sixty-eight dollars have been received from book sales during the year. The amounts received have been credited to the donors of the books sold. Books are being purchased with these funds and gift plates inserted.

Mrs. Wanda Rice resigned in February after serving as Catalog Typist for about eighteen months. Mrs. Rice was very efficient not only as a typist, but in the performance of other subprofessional processes. She was largely responsible for the periodical inventory, and much of the follow-up work thereafter.

Mrs. Lubert, who has been in the United States only two years and eight months, is of Estonian descent. While she has been Catalog Typist for only a few months, she is proving to be a very intelligent and capable assistant.

Mrs. Connor has been outstanding in her services in the library.

although she has been with us less than two years. In other portions of this report where cataloging, processing, work on the card catalog, and like tasks are mentioned, she and her staff should be given the credit. Miss Bernice Stone, her subprofessional Catalog Assistant, who came to us in September, 1946, has been assuming some of the professional responsibilities under the tutelage of Mrs. Connor.

Miss Burch has continued her good services in the projects of the reference division. In addition to her reference duties, she has charge of the checking and shelving of the government documents, the information file, the biography file, the occupations file, the interlibrary loans and, recently, the binding has been transferred to her department.

Miss Dague has charge of all the loan work which involves the supervising of the largest percentage of all student assistants, the mounting, classifying and filing of pictures, and, until recently the binding. The loan work now includes the circulation of slides, recordings, mounted pictures, and pamphlets, as well as books.

Miss Knox, Secretary to the Librarian, and the Librarian, complete the regular staff. In addition to the usual duties of her office, Miss Knox has the responsibility of arranging for rental films, scheduling the classroom showings, and lending the films and equipment. This is dealt with further under AUDIO-VISUAL AIDS.

All, except Miss Karges, are members of the California and the American Library Associations. Mrs. Connor is the 1952-53 National Chairman of the A. L. A. Round Table on Library Service Abroad, and Miss Hile is a member of the program committee of the College Section of the Association of College and Reference Librarians of the A. L. A. The meetings are planned for the annual conference of A. L. A. which is scheduled for the last week in June in Los Angeles. Miss Burch attended the A. L. A. Conference in New York City last summer. Members of the staff have attended the California Library Association conference and professional meetings of the area during the past year.

There have been some very fine student assistants on the staff this year, and less turnover than last year. Unfortunately, the number of hours each works are so few that a greater number must be employed. Three of the students who had become key workers, and upon whom we were depending last fall, found it necessary to cut the number of hours they had planned to work because parents did not want them to earn so much that they could not be claimed as dependents for income tax purposes. This meant that new people had to be found and trained at the very busy period of the opening of school.

Two students worked less than twenty-five hours, four dropped out because of ill health, while others worked until social activities, more attractive pursuits, or the pressure of neglected

studies interfered, so they reduced their hours. Two worked less than one hundred hours, and eight worked between one hundred and two hundred hours. Two hundred hours is the equivalent of only five working weeks. With this time broken down into one, two or three hour periods, it can readily be seen that only the lesser clerical duties should be expected of them.

The checking of newly received serials, including the current issues (dailies, semi-weeklies, weeklies, bi-weeklies, semi-monthlies, monthlies, bi-monthlies, quarterlies) of some five hundred fifty periodicals, some miscellaneous serials, about three thousand government documents; the assembling of the issues of periodicals for binding, and the checking and processing them when returned; the assisting of the Acquisitions Librarian in the clerical details of ordering and receiving of books are tasks which must be done regularly and efficiently, and by a person who has the ability and the time to report on any discrepancies, at the time they occur.

These are the processes which an efficient clerical assistant is trained to perform with speed and accuracy. The average part-time student with no clerical training cannot do these tasks satisfactorily. Training students for these exacting projects cannot be justified because of their limited hours of service, the rapid turnover in assistants, plus the fact that they are not available during vacations, although these publications arrive with every mail delivery. The librarians cannot take time from their professional activities for these time consuming projects, and it would be wasteful of University funds if they did.

The addition of a well-trained, full-time, efficient clerical assistant is one of the major needs of the library.

INSTRUCTION IN THE USE OF THE LIBRARY:

The library orientation program for Freshmen was highly satisfactory. It was scheduled for an evening during the orientation period when there was no competition, and nearly all the Freshmen were present. They had a very fine attitude, as did the student assistants who did so much to make the project a success.

The staff was introduced, the regulations were explained, the different resources were pointed out, and the method of locating a book in the stacks by use of the card catalog was demonstrated. It was so planned that no student could get his borrower's card until he had completed the project given him on a card bearing his name and his borrower's number. This project involved the charging of a book at the loan desk after he had located it by means of the card catalog. Those students who failed to appear for the orientation talks were given more involved projects before their cards were granted.

This first introduction was followed later in the semester by the librarians having two periods of each section of Freshman English given them for further instruction.

Several professors regularly arrange for a staff member to give their majors instruction in the resources and how to find them in their respective subject fields. Miss Dague has had six such sessions, and Miss Burch has had one this past year.

BIOGRAPHY CLIPPING FILE:

This vertical file of pamphlets and clippings of the biographical material of lesser known people has been growing rapidly. If the volumes of CURRENT BIOGRAPHY and the yearbooks of biography fail, this file is our best source of information. Modern writers are well represented as the biographical sketches on book jackets are clipped and filed. A four drawer card file serves as an index.

INTERLIBRARY LOANS: (See Appended Sheet no. 4B)

It will be noted that microfilms and musical scores are now among the requests for interlibrary loans. Over thirty-eight percent of our requests this year could not be granted. Other libraries have borrowed from our collection to the extent of one volume to each 2.4 volumes borrowed by us.

We are following closely the A. L. A. Interlibrary Loan Code.

INFORMATION, OR PAMPHLET FILE:

The pamphlets and clippings of this file are being used more and more for they often provide material not found in books. A four drawer card file with an alphabetical arrangement of the subjects used for pamphlets is near by.

Formerly this file was for the convenience of the librarian assigning subjects to pamphlets, but this year, after being completely revised with the aid of the VERTICAL FILE SERVICE and the READERS' GUIDE, it was made available for public use. Many "see" and "see also" cards were typed and interfiled. These add, not only to its usefulness to the public, but make it possible to use broader subjects on the pamphlets.

This catalog of subjects is proving to be valuable, although it has been in use only a short time.

AUDIO-VISUAL AIDS: (See Appended Sheet no. 4C)

No longer can the activities of the acquisitions, cataloging and loan departments be measured by the number of books acquired, processed and circulated. Recordings, mounted pictures, framed pictures for rental, educational movie films, filmstrips, microfilms, and slides are an important part of the Library's resources, also.

The recordings of the original collection were purchased from a special gift. As rental fees are the only funds available for further purchase, very few have been purchased since

then. This year fifteen long-playing records were purchased from the accumulated rental fees.

Over 880 pictures were mounted and added to the file this year. These have been, for the most part, pictures for the use of student teachers. The framed pictures for rental were in about the same demand as last year. About half of them were repaired this past summer, and others must be cared for this year.

The showing of films and slides in classes is still a problem. The rentals and scheduling go very well, but without a regular projectionist, there is much confusion and dissatisfaction. Employing students is difficult, for most of the showings conflict with their class periods.

A few filmstrips have been added. The microfilm edition of the Redlands Daily Facts is a welcome substitute for the former large bound volumes which posed a difficult housing problem. Faculty requests for articles in periodicals which are not in the local library are being answered by the purchase of microfilm reproductions by the library.

When the large collection of slides was turned to the library, many were cataloged, but other projects of necessity had priority. The last of these are now cataloged.

All the media of audio visual education have added greatly to the load of the staff. This is felt most in their cataloging and processing. In addition to the cataloging, it was necessary to establish new routines and technical rules for cataloging. The six drawer catalog for audio visual aids is evidence of the extra cataloging which has been done in the past few years.

It was decided not to purchase the microfilm reader included in the 1952-53 budget, as there was no available space in the library where a larger reader could be used. The small Spencer reader will have to carry the load until this condition is rectified. The budgeted funds released were used for equipment recommended for purchase in 1953-54. This relieved the equipment budget.

PERIODICALS:

A complete inventory of the periodicals was taken during the summer. About 587 titles were cataloged, recataloged, or given some type of handling which involved entries, cards, records, labeling. This does not include the many titles withdrawn and discarded, or stored in the library annex. Several hundred dummies were made and shelved. These are necessary if periodicals change titles, or when files are shelved out of their normal order.

All periodicals now have cards in the card catalog. The periodical title catalog which shows the holdings of the library, and the subject catalog which lists periodicals under broad subjects have been completely revised, as has been the serials directory which shows the location of both the bound and the unbound volumes

of each set.

New routines, forms and controls have been established. A procedure for the ordering and processing of periodicals has been established, and a master copy has been filed near the current periodical checking file.

Two form cards have been mimeographed. One is the order card and the other is for recording any change affecting a periodical after it is a part of the collection. On these cards are listed all the information and records involved in processing a periodical. Each librarian dates and initials the process which is her responsibility when it is completed. When all processes are completed, the card is returned to the Acquisitions Librarian and filed.

The visible file for the checking of current periodicals is in the acquisitions department, as is the "dead" file. This latter contains the superseded cards, completed order cards, et cetera, and thus serves as an historical record of the periodical subscriptions, past and present.

The binding procedure was entirely revised, as were the binding information cards. The binding was transferred from the Loan to the Reference Librarian. This was a good test of the clarity of the procedure as it was completely new to the Reference Librarian.

The Acquisitions Librarian is maintaining a want list of periodicals, and has been successful in securing many of the missing numbers, thus making it possible to bind many incomplete volumes.

A new method of binding is being tried. A plastic liquid is used instead of sewing. This promises to be an excellent method for binding music as publications will be flat. This method of binding has the advantage, also, of not interfering with their later binding by sewing, if it is desirable. While this system is less expensive than the regular binding, it involves the additional personnel.

CARD CATALOG:

Two sections of fifteen trays each were added to the card catalog this past summer. This necessitated shifting some 300,000 cards, and making new labels for the three hundred drawers. One thousand printed guide cards, and many others which were typed were inserted to replace the old ones which were worn and inadequate.

Two low priority projects which have been carried on for the past several years are being continued as time permits. One of these is the refiling of the catalog cards according to the new simplified filing rules of the American Library Association. Only forty-three of the three hundred drawers remain to be done.

The other project is the checking of the "Library of Congress Subject Headings", and the making of "See" cards for the catalog. This project has progressed through the letter K. Over a thousand of the old subject headings on catalog cards have been revised. All three projects are time consuming, but the appearance and usefulness of the card catalog are greatly improved.

UNIVERSITY ARCHIVES:

The library's holdings of University, Faculty, and Alumni publications are housed in the vault, but there has been very little time available for their care throughout the years. Some had been cataloged, and many of the unclassified items had been arranged chronologically. Mrs. Carlson had done much work on these.

Considerable time has been given to them this year. The vault has been completely rearranged, and most of the books and serials have been cataloged and shelved. "Archives" has been stamped above the call numbers on all cards. The pamphlets will be so marked, also.

The uncataloged publications are filed in vertical files. In one the material is arranged by subjects, while in the other duplicates and publications which do not lend themselves to subject arrangement are filed chronologically.

There is much yet to be done for the pamphlet material is only roughly arranged, and the library's holdings are far from complete. This is an important project for it should be in good condition before our fiftieth anniversary, but there is no one on the staff who has sufficient time to keep consistently at the project.

PROCEDURES OF WORK:

The records of the routines established for ordering, processing, housing, and servicing of books, pamphlets, periodicals, films, microfilms, slides, pictures, and recordings are very important if there is to be uniformity of performance, and such uniformity is essential.

In a small library where only one librarian is responsible for the work in the department, it is absolutely necessary that detailed procedures are on file and available to other members of the staff, as well as for the guidance of a new appointee.

The cataloging and processing procedures are in fine shape. This year the procedures for the loan desk, reserve desk, binding, shelving, government document ordering, serials, periodicals, gifts have been completely rewritten, and there is a concerted effort to have all procedures reviewed and revised by June 30.

PHYSICAL PLANT:

The librarians had a feeling of relief and hope when the

Board of Trustees voted in February, 1951, that plans for an enlarged library should be drawn, but that feeling has changed to one of discouragement for there is no relief in sight, and well they know that funds must be raised and collected before any construction can be started.

In the meantime the situation grows worse and worse. There is the ever present pressure for finding space for more books. So long as the University is an educational institution, books must be provided, and the Librarian must find space for housing them. The shifting of books out of their normal locations; the changing of records to show those shifts; the helping of a baffled public to discover the new locations is discouraging to the staff. The broader the vision of service, the greater is a librarian's resentment that time needed so badly for promoting the use of the library's resources and the instructional program must be spent in such chores.

This is not a situation which has come upon us suddenly. In the report of June, 1945, new shelves were requested with the comment that, "This would provide for about four years of normal growth". Unfortunately, the prophecy proved true, and since 1949 all additional shelving has been at the expense of the reading rooms and the processing department. In the report of June, 1952, after thirty-four doublefaced sections of steel shelving were installed, there was this statement: "The additional steel shelving which was installed last May, 1951, eased the situation temporarily, but it will be critical by 1954". That was a modest estimate. The librarians have faced the problem squarely. Storage outside the building is not the solution for we do not have the staff to service such a collection. We have, however, stored many volumes of gift books (which are being held for replacements, added copies, or a browsing room collection) in the annex in the basement of Fairmont Hall. We have stored over 8,000 volumes in the processing department, and have withdrawn 13,524, of which 1843 were withdrawn this year.

There is no more available space in the processing department, in fact, that area must be relieved of some of its stored volumes. This means that, if books are to be accessible, the only available space is in the reading rooms. If shelves are placed in all three reading rooms, there must be further disunity in the collection which results in more confusion. It seems wiser to take over one reading room completely, and convert it into an annex to the stacks. The one best adapted for this is the south basement room.

This room houses the MacNair Far Eastern Library, the government publications, and the reserve collection. This latter could very well be moved to the main floor while the other collections could remain in the room. The new freestanding stacks which are being purchased, and some which are at present in the processing department, could be installed in this annex. As the collection grows, more freestanding stacks can be added. Some of the study tables could remain in the room until the floor space is completely

filled with stacks.

It would be necessary to have the entrance and exit of this annex controlled in the same manner as the general stacks. This could be done by closing the entrance from the reading room into the lower hall (except for an emergency exit, if the building code requires such) and cutting a door between the lower stacks and the reading room. This would mean that all traffic would be routed past the main loan desk.

In planning an addition to the present library, it is highly probable that this reading room and the one now used for the processing department would be converted into stacks.

The moving of the reserves to the main floor is highly desirable. These could be administered far more economically, as the student assistants' time and services could be better utilized and supervised.

CONCLUSION:

The above report indicates that much progress has been made in the cleaning up of the collection, and in the improving of the records and indexes which make it possible to find the subject material in the library's collection, and to locate the resources. Thanks to the library staff.

It is hoped that the orientation program for the Freshmen may be extended to cover all students admitted to the University, and that more staff time can be given to the instructional assistance of students. The above tools which have come into being through the "blood, sweat, and tears" of the staff should be known and used.

It is well that our president, Dr. Armacost, has a good understanding and appreciation of the library and its needs. We thank him and the Board of Trustees for the restoration in the 1952-53 budget of the twenty-five hundred dollar cut from the book budget of the previous year. Even so, the present book budget should be increased.

It is ever a pleasure to work with the faculty and the members of the Library Committee. It is unfortunate that distance makes it impossible for Dr. Silke and Dr. Barrett to attend the meetings, but Mrs. Gatter, our chairman, is regular in her attendance, and her intelligent and sympathetic understanding of the library activities and problems is greatly appreciated.

RECOMMENDATIONS AND SUGGESTIONS:

The following recommendations, which are an attempt to solve, for the time being, our two major problems, are presented for your consideration:

That a doorway be cut between the lower stacks and the

south basement reading room, and that the room be converted into an annex to the stacks.

That the students now used for the more exacting duties, such as checking the incoming periodicals, government documents, and other serial publications; assembling periodicals and other serials for binding; assisting in clerical details of the acquisitions department, be replaced with a full-time, well-qualified clerical assistant.

It is suggested that persons who are interested in and prefer making monetary gifts to the library, rather than to other campaign projects, be told of the following needs for which the budgeted funds are insufficient:

A reserve fund for the purchase of books to round out the collection (It is best if these funds are not designated for specific subject fields)

A fund for the purchase of recordings for instructional as well as recreational purposes (Unfilled requests are for recordings of music, drama, bird calls, speeches of historical significance, seminars of outstanding teachers, and language records)

A fund for other audio-visual needs, such as equipment, instructional movie films, microfilm, framed pictures for students' rooms, slides.

The purchase of a tape recorder suitable for high fidelity recording (Such recordings would form an important addition to the historical records of the University, and the reproduction of other recordings of music, speeches, et cetera, which could be placed in the library's collection for student and faculty use)

Funds for additional freestanding steel shelves (These will need to be added year by year as the collection grows)

Endowment fund for the purchase of library resources (Donors should be encouraged to make such gifts to the general book budget, and not to specific subject fields)

Respectfully submitted,

Esther Hile
Librarian

## PERSONNEL
July 1, 1952 —— June 30, 1953

Esther Hile, Librarian, September, 1931 -
Cecilia Burch, Reference Librarian, Summer Sessions, 1948, 1949; August, 1950 -
Porcas W. Connor, Catalog Librarian, October, 1951 -
Mary I. Dague, Loan Librarian, September, 1949 -
Joann Karges, Acquisitions Librarian, September, 1952 -
Gertrude Odell, Summer, 1951, 1952.
Marjorie Knox, Secretary to the Librarian, August, 1944 -
Bernice Stone, Catalog Assistant, September, 1946 -
Hilja Lubert, Catalog Typist, February 15, 1953 -

### Members Who Resigned During the Year

Maude C. Carlson, Acquisitions Librarian, September, 193[illegible] - August, 1933; April, 1943 - August 14, 1952.
Wanda Rice, Catalog Typist, September, 1951 - February 14, 1953.

## STUDENT ASSISTANTS
(Students who have worked more than 25 hours)

Ballesteros, David
Barrett, JoAnn
Bray, Betty Jean
Cain, Joanne
Califf, Georgina
Chesnutt, Marthalie
Croy, Carolyn
**Delury, George
*Floyd, Darleen
Fujita, Jean
Giedt, David
Harris, Phyllis
Hann, Barbara
Herman, Eleanor
Hoffman, William
Jordan, Ruth
Lance, Wayne
Lenox, Mary
**Lewis, John
Merrill, Lawrence
Merner, Patricia
Miller, Nancy Ruth
Searles, Marie
*Sharpley, Fred
Taylor, Jane
**Taylor, Peggy
*Thomas, Robert L.
Townsend, John
Vierich, Richard
**Wallace, Donald
**White, Joyce
Williams, Carol
Wilson, Beverly
Wilson, Donald
**Wilson, O. Earl
**Yarbrough, Jane
Yost, Betty

*Worked less than 100 hours. **Worked between 100 and 200 hours.

## FACULTY-TRUSTEE LIBRARY COMMITTEE

Trustee:

Mrs. Arthur Gatter, Chairman
Dr. Stanley Silke
Dr. F. C. Barrett

Faculty:

Dr. Albert V. Baez, '53
Dr. Leslie P. Spelman '54
Dr. David G. Poston '55

Dr. George H. Armacost, ex officio
Miss Esther Hile, ex officio

# LIBRARY BUDGET
July 1, 1952 - June 30, 1953

| | | |
|---|---|---|
| **Personnel:** | | |
| Salaries | $ 26,340.00 | |
| Annuities | 798.00 | |
| Social Security | 364.50 | |
| Student Assistants | 6,700.00 | |
| | | $ 34,202.50 |
| **Administration:** | | |
| Postage | 150.00 | |
| Supplies | 1,561.14 | |
| Repairs | 135.00 | |
| Telephone | 300.00 | |
| Travel | 100.00 | |
| Entertainment | 25.00 | |
| | | $ 2,271.14 |
| **Books and periodicals:** | | $ 12,500.00 |
| **Equipment:** | | $ 864.64 |
| **Other:** | | $ 50.00 |
| Library budget total: | | $ 49,888.28 |
| **Audio Visual Aids:** | | |
| Films | 150.00 | |
| Equipment | 75.00 | |
| Supplies and Repairs | 75.00 | |
| Projectionist | 100.00 | |
| | | $ 400.00 |
| | | $ 50,288.28 |

ACCESSIONED VOLUMES ADDED AND WITHDRAWN

| YEAR | ACCESSIONED AT BEGINNING OF YEAR | VOLUMES ADDED | ACCESSIONED AT END OF YEAR | WITHDRAWN DURING YEAR | ON HAND END OF YEAR |
|---|---|---|---|---|---|
| 1909-11 | | 1,680 | 1,680 | | 1,680 |
| 1911-12 | 1,680 | 0 | 1,680 | | 1,680 |
| 1912-13 | 1,680 | 482 | 2,162 | | 2,162 |
| 1913-14 | 2,162 | 203 | 2,365 | | 2,365 |
| 1914-15 | 2,365 | 591 | 2,956 | | 2,956 |
| 1915-16 | 2,956 | 502 | 3,458 | | 3,458 |
| 1916-17 | 3,458 | 261 | 3,719 | | 3,719 |
| 1917-18 | 3,719 | 371 | 4,090 | | 4,090 |
| 1918-19 | 4,090 | 309 | 4,399 | | 4,399 |
| 1919-20 | 4,399 | 508 | 4,907 | | 4,907 |
| 1920-21 | 4,907 | 1,344 | 6,251 | | 6,251 |
| 1921-22 | 6,251 | 871 | 7,122 | | 7,122 |
| 1922-23 | 7,122 | 1,254 | 8,376 | | 8,376 |
| 1923-24 | 8,376 | 2,025 | 10,401 | | 10,401 |
| 1924-25 | 10,401 | 1,670 | 12,071 | | 12,071 |
| *1925-26 | 12,071 | 2,320 | 14,391 | | 14,391 |
| 1926-27 | 14,391 | 3,076 | 17,467 | | 17,467 |
| 1927-28 | 17,467 | 3,912 | 21,379 | | 21,379 |
| 1928-29 | 21,379 | 3,509 | 24,888 | | 24,888 |
| 1929-30 | 24,888 | 3,919 | 28,807 | | 28,807 |
| 1930-31 | 28,807 | 4,503 | 33,310 | | 33,310 |
| 1931-32 | 33,310 | 3,053 | 36,363 | | 36,363 |
| 1932-33 | 36,363 | 4,687 | 41,050 | | 41,050 |
| 1933-34 | 41,050 | 2,536 | 43,586 | | 43,586 |
| 1934-35 | 43,586 | 2,014 | 45,600 | 1,054 | 44,546 |
| 1935-36 | 45,600 | 2,782 | 48,382 | 238 | 47,090 |
| 1936-37 | 48,382 | 2,384 | 50,766 | 101 | 49,373 |
| 1937-38 | 50,766 | 2,331 | 53,097 | 156 | 51,548 |
| 1938-39 | 53,097 | 4,028 | 57,125 | 434 | 55,142 |
| 1939-40 | 57,125 | 2,775 | 59,900 | 2,301 | 55,616 |
| 1940-41 | 59,900 | 3,400 | 63,300 | 206 | 58,810 |
| 1941-42 | 63,300 | 3,100 | 66,400 | 580 | 61,330 |
| 1942-43 | 66,400 | 2,898 | 69,298 | 1,179 | 63,049 |
| 1943-44 | 69,298 | 3,502 | 72,800 | 658 | 65,893 |
| 1944-45 | 72,800 | 2,834 | 75,634 | 1,082 | 67,645 |
| 1945-46 | 75,634 | 2,754 | 78,388 | 479 | 69,920 |
| 1946-47 | 78,388 | 2,802 | 81,190 | 280 | 72,442 |
| 1947-48 | 81,190 | 2,901 | 84,091 | 613 | 74,730 |
| 1948-49 | 84,091 | 5,252 | 89,343 | 527 | 79,455 |
| 1949-50 | 89,343 | 3,352 | 92,695 | 433 | 82,374 |
| 1950-51 | 92,695 | 3,250 | 95,945 | 844 | 84,780 |
| 1951-52 | 95,945 | 3,332 | 99,277 | 516 | 87,596 |
| 1952-53 | 99,277 | 3,159 | 102,436 | 1,843 | 88,912 |

*Moved into new library building in February, 1926.

# CIRCULATION
## May 1, 1952 - April 30, 1953

### BOOKS AND PAMPHLETS

(As the library has open stacks, these statistics do not include those books and periodicals which are not on reserve, but are used in the library)

TOTAL FOR YEAR

| Class by subject | 000 | 100 | 200 | 300 | 370-379 | 400 | 500 | 600 | 700 | 800 | 900-B | Pam. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 188 | 2177 | 2991 | 3559 | 1595 | 302 | 1931 | 1199 | 3155 | 6134 | 3603 | 287 | 27,121 |
| 3 and 7-day | 7 | 64 | 104 | 112 | 32 | 12 | 70 | 14 | 46 | 239 | 21 | 20 | 741 |
| *1 day | - | - | - | - | 2532 | - | - | - | - | - | - | - | 2,532 |
| ** Reserves ---- | Not listed by class number - loaned for one hour and overnight | | | | | | | | | | | | 15,145 |
| Totals - | 195 | 2241 | 3095 | 3671 | 4159 | 314 | 2001 | 1213 | 3201 | 6373 | 3624 | 307 | 45,539 |

REGULAR SEMESTERS AND SUMMER SESSIONS

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 183 | 2117 | 2895 | 3465 | 1470 | 291 | 1863 | 1157 | 3081 | 5921 | 3496 | 276 | 26,215 |
| 3 and 7-day | 7 | 59 | 96 | 110 | 32 | 12 | 65 | 13 | 46 | 227 | 20 | 18 | 705 |
| *1 day | - | - | - | - | 2532 | - | - | - | - | - | - | - | 2,532 |
| ** Reserves ---- | - | - | - | - | - | - | - | - | - | - | - | - | 15,098 |
| Totals - | 190 | 2176 | 2991 | 3575 | 4034 | 303 | 1928 | 1170 | 3127 | 6148 | 3516 | 294 | 44,550 |

***VACATION PERIODS

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-day | 5 | 60 | 96 | 94 | 125 | 11 | 68 | 42 | 74 | 213 | 107 | 11 | 906 |
| 3 and 7-day | 0 | 5 | 8 | 2 | 0 | 0 | 5 | 1 | 0 | 12 | 1 | 2 | 36 |
| ** Reserves ---- | - | - | - | - | - | - | - | - | - | - | - | - | 47 |
| Totals - | 5 | 65 | 104 | 96 | 125 | 11 | 73 | 43 | 74 | 225 | 108 | 13 | 989 |

*Summer Sessions - class 370-379 circulated as one day books.

**No record is kept of the reserve circulation by class. Reserve books are ordinarily loaned for one hour and overnight

***Vacation periods are the days on which the library is open between semesters and during school holiday periods. The 1952-53 University year was divided as follows for statistical purposes:

| | |
|---|---|
| Regular semesters and summer sessions | 276 days |
| Vacation periods (Open during days only) | 52 " |
| Closed Sundays, University holidays, Faculty Retreats, etc. | 37 " |

## CIRCULATION (continued)

### AVERAGE DAILY CIRCULATION

| *REGULAR SEMESTERS AND SUMMER SESSIONS | | | **VACATION PERIODS | | |
|---|---|---|---|---|---|
| 14-day | 95.78 | | 14-day | 17.42 | |
| 3 and 7-day | 10.92 | | 3 and 7-day | .69 | |
| Total | | 106.7 | Total | | 18.11 |
| Reserves | 54.702 | | Reserves | .903 | |

*Based on 276 days

**Based on 52 days

### INTER-LIBRARY LOANS

| NAME | BORROWED BOOKS | BORROWED FILMS | BORROWED MUSICAL SCORES | REQUESTED NOT RECEIVED | BOOKS LOANED |
|---|---|---|---|---|---|
| A. K. Smiley | 1 | | | | 1 |
| Abbott, Charles H. | | | | | 1 |
| Alexander, Gross W. | | | | | 1 |
| Bowling Green State Univ. | | | | | 1 |
| Calif. State Library | 12 | | | 17 | |
| Calif. Univ. L. A. | 1 | | | | |
| Calif. Univ. Berkeley | | 1 | | | 1 |
| Drake Univ. | | | | | 1 |
| Hawaii. Univ. | | | | | 1 |
| Iowa Univ. | | | | | 1 |
| Kent Univ. | | | | | 1 |
| Los Angeles Public | 3 | | 1 | | |
| Michigan Univ. | | | | 1 | |
| Northwestern | 1 | | | | |
| Pennsylvania State Coll. | | | | | 1 |
| Pittsburgh. Univ. | 1 | | | | |
| Sacramento County Library | | | | 1 | |
| San Bernardino Valley Coll. | | | | | 2 |
| Southern Calif. Univ. | 1 | 2 | | 1 | |
| Stanford Univ. | 4 | | | | |
| Syracuse Univ. | 1 | | | | |
| U. S. Army. Command and Gen. Coll. Library, Fort Leavenworth, Kansas | 2 | | | | |
| U. S. Federal Security Agency Library | 1 | | | | |
| U. S. Library of Congress | 1 | | | | |
| Totals | 29 | 3 | 1 | 20 | 12 |

CIRCULATION (continued)

AUDIO-VISUAL EDUCATION

This report includes statistics for the Audio-Visual program as administered by the Library under the Audio-Visual Education Committee. Some departments have retained some of their slides, movie films and equipment. The use of such is not included in this report. For the number of framed pictures, movies, recordings, slides, et cetera, in the Library see "Appended sheet no. 5. COLLECTION BY TYPE - MISCELLANEOUS".

SLIDES LOANED..... 1,385

MOUNTED PICTURES LOANED..... 341

FRAMED PICTURES LOANED..... 109

RECORDINGS LOANED..... 286

AUDIO-VISUAL AIDS ADMINISTERED
BY SECRETARY TO LIBRARIAN

| USERS OF AUDIO-VISUAL MATERIALS | *FILM SHOWINGS | RENTALS | U.OF R. FILMS | U.OF R. FILMSTRIPS | FILMS REQUESTED NOT RECEIVED | SHOWINGS CANCELLED |
|---|---|---|---|---|---|---|
| Psychology | 62 | 61 | 33 | - | 2 | 6 |
| Science | 100 | 10 | 69 | 5 | 3 | 5 |
| Home Science | 9 | 12 | 1 | - | 2 | 6 |
| Physical Education | 157 | 64 | 3 | 6 | 4 | 3 |
| Humanities | - | - | - | - | - | 1 |
| History, Gov't. Econ. | 1 | - | - | 1 | - | - |
| Art | 15 | 6 | - | - | - | - |
| Music | - | - | - | - | - | 1 |
| Business | 2 | 1 | - | - | - | 1 |
| Languages & Lit. | 3 | 3 | - | - | - | - |
| Education | 45 | 32 | 2 | 2 | 1 | 2 |
| Public Relations | 2 | - | 1 | - | - | 4 |
| Student Organizations | 2 | - | 1 | - | - | - |
| Other | 13 | 10 | - | 1 | 2 | 3 |
| Total for year | 411 | 199 | 110 | 15 | 14 | 32 |

*When only equipment was borrowed, number of showings could not be determined as users had their own films or slides.

# LIBRARY ACQUISITIONS

April 30, 1953

## A. COLLECTION BY TYPE

| 1. BOOKS | | 2. PAMPHLETS | | 3. MISCELLANEOUS | | |
|---|---|---|---|---|---|---|
| *Reference | 5,162 | Information | 12,723 | **Pictures (framed) | | 74 |
| *General | 61,724 | *Reference | 1,555 | Pictures (mounted) | | 2,036 |
| Bound pdls. | 14,929 | *General | 12,563 | Recordings | | |
| Federal docs. | 6,525 | Federal docs. | 37,483 | Long play | 16 | |
| State docs. | 572 | State docs. | 4,036 | Other | 147 | 163 |
| | | | | Slides | | 918 |
| Total on hand | 88,912 | | 68,360 | Educational films | | 45 |
| | | | | Filmstrips | | 35 |

## B. BOOKS (Accessioned)

| | | | |
|---|---|---|---|
| Volumes accessioned to May 1, 1952 | | 99,277 | |
| Volumes added by gift | 562 | | |
| Volumes added by purchase | 1,755 | | |
| Bound periodicals added | 535 | | |
| Government documents accessioned | 265 | | |
| Withdrawn volumes returned | 5 | | |
| Theses | 37 | | |
| Total | | 3,159 | |
| Total number accessioned to May 1, 1953 | | | 102,436 |
| Total number withdrawn to May 1, 1953 | | | 13,524 |
| Total number on hand April 30, 1953 | | | 88,912 |

## C. PAMPHLETS

| | | | |
|---|---|---|---|
| Pamphlets on hand May 1, 1952 | | 63,754 | |
| Number of pamphlets added: | | | |
| Government documents | 2,384 | | |
| Information file | 1,215 | | |
| Miscellaneous | 1,151 | | |
| Total | | 4,750 | |
| Total | | | 68,504 |
| Number of pamphlets withdrawn | | | 144 |
| Total number on hand April 30, 1953 | | | 68,360 |

## D. PERIODICALS (currently received)

| | By subscription | By gift | ***Government | Total |
|---|---|---|---|---|
| Magazines | 449 | 82 | 17 | 548 |
| Newspapers | 10 | 1 | | 11 |
| | | | | 559 |

*Includes MacNair: Ref.- 98, General - 118, Far Eastern - 2,142 Total: 2,358

**Art masterpieces, framed for rental

***Includes only government serials treated in this library as "periodicals".

## LIBRARY ACQUISITIONS (Continued)

### CLASSIFICATION & CATALOGING
May 1, 1952 - April 30, 1953

**A. Number Added in Each Class**

| Class no. | Name of Class | Gov't. docs. | Ref.* | General* | Total |
|---|---|---|---|---|---|
| 000 | General works, encyclopedias, etc. | 10 | 43 | 31 | 84 |
| 100 | Philosophy, psychology, ethics | | | 96 | 96 |
| 200 | Religion, Bible, etc. | | 4 | 126 | 130 |
| 300 | Sociology, economics, education | 120 | 81 | 617 | 818 |
| 400 | Philology | | 13 | 25 | 38 |
| 500 | Science | 19 | 9 | 185 | 213 |
| 600 | Useful arts | 15 | 6 | 145 | 166 |
| 700 | Fine arts | 2 | 10 | 212 | 224 |
| 800 | Literature | | 8 | 453 | 461 |
| 900 | History, travel, biography, etc. | 37 | 22 | 329 | 388 |
| | Totals | 203 | 196 | 2,219 | 2,618 |
| | **B. Pamphlets Cataloged (unaccessioned)** | 59 | 6 | 120 | 185 |
| | **C. Books Re-cataloged** | 3 | | 868 | 871 |
| | Totals | 265 | 202 | 3,207 | 3,674 |
| | **D. Periodicals Cataloged** | | | | 46 |
| | **Periodicals Re-cataloged** | | | | 493 |
| | GRAND TOTALS | 265 | 202 | 3,207 | 4,213 |

*Includes MacNair: Reference 9, Far Eastern 100. - Total: 109

**E. Audio-visual**

| | |
|---|---|
| Recordings cataloged | 18 |
| Slides cataloged | 41 |
| Films cataloged | 6 |
| Filmstrips cataloged | 3 |
| | 4,281 |
| Newspaper on microfilm (Redlands Daily Facts), no. of rolls | 4 |
| GRAND TOTAL | 4,285 |

Comparison of certain items with last year, to show relative shift in emphasis:

| | Cataloged | Re-cataloged | Withdrawn | Periodicals | Total |
|---|---|---|---|---|---|
| 1951 - 52 | 3,697 | 388 | 516 | 0 | 4,601 |
| 1952 - 53 | 2,803 | 871 | 1,843 | 539 | 6,056 |
| | - 894 | + 483 | +1,327 | + 539 | +1,455 |

*Books and pams.

## GOVERNMENT DOCUMENTS

The following report indicates the total number of federal and California state documents now available for use.

ACCESSIONED:

Federal documents

| | | | |
|---|---|---|---|
| On hand May 1, 1952 | 6,335 | | |
| Cataloged | 191 | | |
| Total | 6,526 | | |
| Withdrawn | 1 | | |
| Total on hand April 30, 1953 | | 6,525 | |

California State documents

| | | | |
|---|---|---|---|
| On hand May 1, 1952 | 560 | | |
| Cataloged | 12 | | |
| Total | 572 | | |
| Withdrawn | 0 | | |
| Total on hand April 30, 1953 | | 572 | |
| Total Federal and California State documents | | 7,097 | 7,097 |

UNACCESSIONED:

Federal documents

| | | | |
|---|---|---|---|
| On hand May 1, 1952 | 35,362 | | |
| Added by cataloging | 47 | | |
| Added by document checking | 2,140 | | |
| Total | 37,549 | | |
| Withdrawn | | | |
| Catalog dept. | 0 | | |
| Discarded because superseded | 66 | | |
| Total on hand April 30, 1953 | | 37,483 | |

California State documents

| | | | |
|---|---|---|---|
| On hand May 1, 1952 | 3,845 | | |
| Added by cataloging | 12 | | |
| Added by document checking | 185 | | |
| Total | 4,042 | | |
| Withdrawn | | | |
| Catalog dept. | 0 | | |
| Discarded | 6 | | |
| Total on hand April 30, 1953 | | 4,036 | |
| Total Federal and California State documents | | 41,519 | 41,519 |

GRAND TOTAL, ACCESSIONED AND UNACCESSIONED, April 30, 1953 .....48,616

GIFTS
May 1, 1952 April 30, 1953

| NAME | BOOKS | PAMPHLETS | PERIODICALS | RECORDINGS |
|---|---|---|---|---|
| Arce, Jose | 3 | | | |
| Baruch, Bernard M. | 1 | | | |
| Blachly, Dr. Frederick F. | 1 | | | |
| Bower, Edwin T. | 2 | | | |
| Bushnell, Mabel Cone (from the Estate of) | 3 | | | |
| Drake, A. B. | 2 | | | |
| Drinker, Sophie | 1 | | | |
| Eckels, Dr. Richard P. | 15 | | | |
| Folkins, Dr. F. H. | | | 245 | |
| Hentschke, Walter G. | | | 3 | |
| Hinckley, Mrs. Edith | | | 23 | |
| Hollebough, Mrs. Hanneh P. | 1 | | | |
| Jordan, Mrs. Leslie | 60 | | | |
| Latimer, James | 58 | | | |
| Long, Russell | 1 | | | |
| Marsh, Mrs. H. E. | | 75 | | |
| Mattingly, Dr. Caroline | 6 | | | 1 album |
| Mood, Dr. Fulmer | | | 10 | |
| Olds, Prof. W. B. | 1 | | | |
| Palmer, Ambassador & Mrs. Ely Eliot | 3 | | | |
| Phillips, Wendell | 1 | | | |
| Prendergast, Mr. & Mrs. J. J. | 2 | | | |
| Reynolds, R. E. | 1 | 40 | | |
| Sally, Mrs. Marguerite S. | 3 | | | |
| Smith, Hazel Littlefield | 1 | | | |
| Steves, L. A. | 1 | | | |
| Umbach, Dr. William | 10 | 2 | | |
| Vierich, Richard | 1 | | | |
| Wallis, Charles L. | 1 | | | |
| Miscellaneous, corporations, etc. | 52 | 22 | | |
| TOTAL | 231 | 139 | 281 | 1 album |

R310R
1954/55

UNIVERSITY OF REDLANDS LIBRARY

July 1, 1954 - June 30, 1955.

NOV 1 1962

TO THE PRESIDENT: -

The most encouraging event of the year was the announcement that an anonymous donor has offered to give $ 185,000 for the enlargement and remodeling of the library building, if other donors will give a like amount. The matching amount may be used for the library, but must be used for an educational building or project. The fine spirit of cooperation of the President, Trustees, and Architect in the planning of a building which will be adapted to modern college library administration is greatly appreciated.

All books, government publications, and periodicals were inter-shelved by call numbers; previously, these had been separate areas for each type. The project involved moving books from three and sometimes five areas for the inter-shelving. This required the measurement of all shelves, and of all the books, documents, pamphlets, and periodicals in each classification division, as, 810, 820, 830, et cetra. It was also necessary to estimate the amount of space for three year's growth in each field.

It was well worth the effort put into the project for the collection is more convenient to use; it will be easy to transfer to the new locations when the new building is available; and shelving the collection by curriculum divisions in the reading rooms has made it easier for the Administration, Architect, Building Committee, Faculty, and Students to understand the plan desired for the new building.

STAFF:

Miss Mary Dague, head of circulation for five and a half years resigned in January. She is studying for a masters degree in speech, and has accepted a position for teaching speech in a Riverside junior high school this fall. Our good wishes go with her.

Mrs. Lilian Schandorff, who was previously on the staff for two years, was employed as a clerical assistant in the loan department. This is not an increase in library work hours as her forty hours are replacing forty hours of student help at the loan desk. We are glad to have her back.

Mrs. Hilja Lubert, because of her outstanding work as a catalog assistant, has been given the responsibility of entering all current periodicals and government publications in their respective checking records; the typing of their records; the supervision of the preparation of periodicals, serials, and books for binding; the checking and approving of their binding orders and invoices; accessioning the volumes; and entering them on their permanent records.

The members of the student staff are exceptionally good assistants, although it was impossible to obtain a staff for the loan desk until six

STAFF (continued):

weeks after the opening of the fall semester. It was necessary to employ one student wife who is not in school, and another, who is taking only a few subjects. It has grown almost impossible to employ students for morning and evening hours. The former is due to a difficult schedule; the latter, to the practice of permitting student social activities on study nights.

COLLECTION:

Gifts:

The Edward Shippen Barnes gift to the music collection is completely processed. The 324 volumes of books and miniature scores and the 30 volumes of periodicals make a valuable addition to the music collection.

The following gifts from former professors were received:

Prof. James Kyle library -- 48 v.
Prof. Edith Hill -- 23 v. of periodicals
Mrs. Ruth Sargent -- 19v.
Dr. Forrest Kingsbury -- a collection of psychology books.

President Genzaburo Shirayama, Kanto Gakuin University, Mutuura, Kanazawaku, Yokohama, Japan, gave us 97 travel slides of Japan. We gave him volumes for his library. These were books he selected from our duplicate gifts, and multiple copies which we had weeded from the collection.

Chemistry Dept. Faculty turned us a $50.00 gift from Elmer Chadsey, '36, to the Library to be spent for chemistry books.

Periodicals:

All periodicals, except the general periodicals, have been classified and shelved with their specific subjects. This involved changing all catalog, shelf, and checking cards, and the slips in the periodical directory.

Many short files of obsolete periodicals were withdrawn. We sold $46.00 worth. There are others to offer for sale, but there has not been sufficient help to do so to date.

The microfilm edition of the NEW YORK TIMES is a valuable addition for it is easier to use than newspapers and it requires much less space for storage. The cost of its physical upkeep is almost nil as compared with that of the paper edition.

Binding:

Liquid plastic adhesive; presses; a rack for holding periodicals

COLLECTION (continued):

Binding (continued):

while in the presses; pressboard; colored binding cloth for the spines of books; double-stitched binder; and the skilled fingers of student assistants has resulted in a much enlarged binding program at a greatly reduced cost. Recently, commercial binding prices were increased about ten per cent by our oldest commercial bindery. The other bindery will probably fall in line before very long.

Permanent Binding:

Many of our volumes formerly bound by the commercial binders are now being bound at the library. Those volumes which will have hard usage throughout the years, such as abstracts, are still being bound commercially. We are binding many periodicals which we could not afford to bind previously.

Temporary Binding:

Many paper bound serial publications, such as those of the federal government, the U. N. and other organizations, which have been filed in pamphlet boxes, or shelved as books, are now placed in order by number, or date; the spine is given a coating of the plastic adhesive. No binding covers are placed on them.

An unbound volume of a periodical with missing numbers is treated in the same manner. If the missing number is secured, the adhesive can be cut and the number inserted in its rightful place.

Periodical volumes which have two or more volumes bound together are difficult to keep all issues for the extended period before binding. Each volume is now bound in this temporary manner until the last volume is completed, when all volumes are ready for their permanent binding.

Old volumes of the NEW YORK TIMES have been bound together, and placed in removable binders.

Comments on Binding:

This binding of additional publications is a good investment. Long files of small pamphlets; newspapers with their many loose pages; and files of the separate issues of periodicals, are very difficult to use, and, difficult to keep in order and tidy. Their physical upkeep is expensive.

The cost of binding a volume of a serial in permanent binding costs very little more than does the pamphlet box in which these issues were formerly kept, or the process of lacing them together in Manila covers. Binding is an area in which student assistants are a real asset. Not all students have the necessary skill, but those, who have, enjoy the work very much.

EQUIPMENT:

Thirty-seven double-faced sections of steel shelves were added in the past year. The first ten sections were purchased from the 1953-54 budget in May; ten sections, from this year's budget; and seventeen sections, from the special appropriation granted in October.

The flourescent lights in the social science reading room have made it possible to use the total collection. These, too, were from the special appropriation.

Two legal sized vertical files were purchased for the mounted picture collection. A gift of one hundred dollars from Mrs. Elizabeth Hutchins Riggs was applied on the payment for these.

Our carpenter has constructed the extra equipment needed in our binding. He also transformed three twelve foot tables into six tables so they would fit our crowded space.

UNIVERSITY OF REDLANDS PUBLICATIONS:

This is a long-term project which was begun with the sorting of various kinds of U. of R. material now in vertical files in the Vault. These materials include newspaper clippings, pictures, alumni publications, programs, some promotion leaflets, and pamphlets about the U. of R., and even some correspondence of President Field.

The second part of the project is the cataloging of all material for which cataloging is advisable. An effort is being made to secure missing issues of various serial publications, or, information as to their location on the campus. Complete serial files will be bound and incomplete files may be temporarily bound.

A catalog is being prepared for all material in the Archives (U. of R. publications; master's theses, faculty publications, books and pamphlets about U. of R.). Each item will have an author card and in most cases subject and title cards. Theses are entered only under author. For all cataloged material there are complete sets of cards in the card catalog.

Included in the catalog of the U. of R. material will be index cards by subjects for most of the Archives material, excluding theses and faculty publications. Information about the University of Redlands, in any way connected with the University, will be indexed. Publications to be indexed include such as the following:

The U. of R. Alumnus
The Bulldog and Campus
The University Bulletin.

This indexing part of the project is the most time-consuming and will no doubt continue indefinitely, as new serial publications appear.

RECOMMENDATIONS:

Staff:

The need for another clerical assistant is more urgent than in the past four years. This assistant would assist in the acquisitions work. Her duties would include: typing order and budget cards, and the orders; checking the incoming books with orders and invoices, and entering their arrival and costs on the necessary records; checking on incomplete orders and sending "follow up" letters; making notations sent by the agents on cancelled orders and orders which are being held. The work includes periodical subscriptions, and checking on new gifts.

The Assistant must be a good clerical worker, and have specialized knowledge and training. Because acquisitions work must continue uniformly throughout the year, it cannot be done efficiently with student assistants. Vacations at Thanksgiving, Christmas, Easter, and the break at the end of the semester, disrupt the work, and the Acquisitions Librarian must perform the clerical work. A new assistant must be trained for the summer months.

It is extravagant to spend funds on a trained librarian to perform as much clerical detail as the Acquisitions Librarian must carry; the Librarian finds it impossible to carry as much of the Acquisition Librarian's work as is necessary under the present setup. She must give more time in working with the faculty in building and promoting the use of library resources. Much thought and planning is needed in closer cooperation with the educational program, and its adaption to the new building.

Equipment:

The extensive use of the New York Times microfilm makes it necessary to purchase a new microfilm reader, and a steel filing cabinet with a humidity control for the microfilm rolls. The latter is necessary for the preservation of the microfilm in our hot, dry climate.

There is need for two new fifteen tray sections for the shelf list and card catalog, but we are requesting only one this year.

We hope flourescent lights are installed in the stack this year as a satisfactory type has been located. The lighting is very poor, and it is necessary to depend on the stack for extra study space. It may be two or three years before the new building is completed.

CONCLUSION:

This has been an unusually busy year, and much has been accomplished. It is a great satisfaction to feel that there is enough space for the growth of the collection for approximately two years, and the hope that the remodelling and the new addition may be available to meet the need for expansion at that time.

I wish to take this means of extending my thanks to you, Dr. Armacost, for your interest in the library, and for your cooperation in forwarding plans for a functional library building. I greatly appreciate the fine cooperation of Mr. Powell and his staff in their interest and care in drawing plans to fit our program. I hope you express my thanks to our donor, to the members of the Building Committee, and to the Board of Trustees.

The Library Staff, including our Student Assistants, and the Library Committee, are entitled to my wholehearted appreciation for their cooperation and services during the year. It is a pleasure to work with the Faculty, the Administrative Staff, and with Rex Vincent and his staff.

Esther Hile
Librarian

## PERSONNEL
July 1, 1954 --- June 30, 1955

Esther Hile, Librarian, September, 1931 -
Lucille Childears, Catalog Librarian, August 15, 1953 -
Mary Clark, Reference Librarian, September 14, 1953 -
Frances Crenshaw (Mrs.), Acquisitions Librarian, August 15, 1953 -
June Govett, Interim Loan Librarian, Feb. 1, 1955 -
Marjorie Knox, Secretary, August, 1944 -
Laura Kay Lewis, Interim Librarian, Summer, 1954.
Hilja Lubert (Mrs.), Catalog Typist, February 15, 1953 -
Lillian Schandorff (Mrs.), Loan Assistant, Oct. 1944 - Sept. 1946; Feb. 1, 1955 -
Bernice Stone, Catalog Assistant, September, 1946 -

### Members Who Resigned Since July 1, 1954

Mary I. Dague, Loan Librarian, September, 1949 - Jan. 30, 1955.

## STUDENT ASSISTANTS
(Students who have worked more than 25 hours)

Bacon, Beverly
Brand, Beth
Brewer, Phyllis
*Cabral, Rita
*Cain, Joanne
*Coker, Phillip
Cox, Beverly
Croy, Carolyn
Decker, Marilyn
Eberl, George
Flanegin, Mrs. Judy
Gillaspie, Mrs. Marion
Graham, Robert
Law, Helen
Lenox, Mary
**Lewis, Conway
McKay, Myrna
Miller, Nancy Ruth
*Molner, Charles
Nikkel, Mrs. Betty Yost
O'Shea, Jean
Pettit, Dolores
Roy, Mrs. Jane Taylor
Saywell, Florence
Searles, Marie
Stalcup, Mrs. Charlene Bebee
*Utterbach, Robert
Wheaton, Louise
**Wilson, Beverly

*Worked less than 100 hours. **Worked between 100 and 200 hours.

## FACULTY-TRUSTEE LIBRARY COMMITTEE

Trustee:

Mrs. Arthur Gatter, Chairman
Dr. Stanley Silke
Dr. F. C. Barrett
Mr. Walter Hentschke
Dr. Lloyd F. Christensen

Faculty:

Dr. David Poston, '55
Dr. Frank Bishop, '56
Dr. Gordon Hynes, '57

Dr. George H. Armacost, ex officio
Dr. Marc J. Smith, ex officio
Miss Esther Hile, ex officio

## LIBRARY BUDGET
July 1, 1954 - June 30, 1955

| | | | |
|---|---|---|---|
| Personnel: | | | |
| Salaries | $27,700.00 | | |
| Annuities | 993.50 | | |
| Social Security | 509.60 | | |
| Student Assistants | 7,650.00 | | |
| | | $36,853.10 | |
| Administration: | | | |
| Postage | 150.00 | | |
| Supplies | 1,500.00 | | |
| Repairs | 125.00 | | |
| Telephone | 60.00 | | |
| Travel | 200.00 | | |
| Entertainment | 25.00 | | |
| | | 2,060.00 | |
| Books and periodicals: | | 12,500.00 | |
| *Equipment: | | 785.00 | |
| Other: | | 50.00 | |
| Library budget total: | | | $52,248.10 |
| Audio-visual Aids: | | | 400.00 |
| | | | $52,648.10 |

*A special appropriation of $700.00 was voted for additional steel stacks in October, 1954.

## LIBRARY ENDOWMENT GIFTS

| | | |
|---|---|---|
| Eldridge M. Lyon (December, 1929) Endowment for Economics | $ 6,000.00 | |
| Alexis E. Frye (November, 1930) | 1,000.00 | |
| Emma C. Butler (February, 1949) | 546.80 | |
| Julia K. Davis (May, 1955) In memory of her husband, A. Leaman Davis | 5,000.00 | |
| | | $ 12,546.80 |

## ACCESSIONED VOLUMES ADDED AND WITHDRAWN
During successive five year periods

| Years (Jl.1-Je.30) | Accessioned during each period | Total accessioned | Withdrawn during each period | Total withdrawn | Total on hand |
|---|---|---|---|---|---|
| 1909-1914 | 2,365 | 2,365 | 0 | 0 | 2,365 |
| 1914-1919 | 2,034 | 4,399 | 0 | 0 | 4,399 |
| 1919-1924 | 6,002 | 10,401 | 0 | 0 | 10,401 |
| 1924-1929 | 14,487 | 24,888 | 0 | 0 | 24,888 |
| 1929-1934 | 18,698 | 43,586 | 0 | 0 | 43,586 |
| 1934-1939 | 13,539 | 57,125 | 1,983 | 1,983 | 55,142 |
| 1939-1944 | 15,675 | 72,800 | 4,924 | 6,907 | 65,893 |
| 1944-1949 | 16,543 | 89,343 | 2,981 | 9,888 | 79,455 |
| 1949-1954 | 16,234 | 105,577 | 3,857 | 13,745 | 91,832 |
| For 1909-1954 annual statistics see ANNUAL REPORT, 1954-55, appended sheet, no. 3 | | | | | |
| 1954-1955 | 3,611 | 109,188 | 963 | 14,708 | 94,480 |

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## BOOKS PURCHASED AND PERIODICALS BOUND

The above statistics include all volumes added to the collection, but the following include only the books which were purchased and the periodical volumes which were added by binding. The latter were bound, but not, necessarily, purchased during the year.

| Years | Books Purchased | Periodicals Bound |
|---|---|---|
| 1909-1939 | (Statistics are not available) | |
| 1939-1940 | 1,532 | 481 |
| 1940-1941 | 1,762 | 434 |
| 1941-1942 | 1,747 | 457 |
| 1942-1943 | 1,403 | 566 |
| 1943-1944 | 1,753 | 497 |
| 1944-1945 | 1,579 | 589 |
| 1945-1946 | 1,708 | 531 |
| 1946-1947 | 1,761 | 424 |
| 1947-1948 | 1,770 | 624 |
| 1948-1949 | 1,636 | 645 |
| 1949-1950 | 1,255 | 552 |
| 1950-1951 | 1,659 | 527 |
| 1951-1952 | 1,384 | 503 |
| 1952-1953 | 1,755 | 535 |
| 1953-1954 | 1,367 | 789 |
| 1954-1955 | 1,525 | 967 |

***************************************

## VOLUMES ACCESSIONED AND PURCHASES ACCESSIONED

| Period (Jl.1-Je.30) | Volumes Accessioned: Total for Period | Volumes Accessioned: Average per Year | Volumes Purchased: Total for Period | Volumes Purchased: Average per Year |
|---|---|---|---|---|
| 1940-45 | 15,734 | 3,146.8 | 8,244 | 1,648.8 |
| 1945-50 | 17,061 | 3,412.2 | 8,130 | 1,626.0 |
| 1950-55 | 16,493 | 3,298.6 | 7,690 | 1,538.0 |
| Comparison of the past year with the total and average for the past fifteen years. | | | | |
| 1940-55 | 49,288 | 3,285.86 | 24,064 | 1,604.26 |
| 1954-55 | 3,611 | 3,611 | 1,525 | 1,525 |

CIRCULATION
July 1, 1954 - June 30, 1955

| CALL NO. | REGULAR SESSIONS Loan Periods 14 | 3-7 | SUMMER SESSIONS Loan Periods 14 | 3-7 | 1 | VACATIONS Loan Periods 14 | 3-7 | GRAND TOTAL From Stacks | From Reserves** |
|---|---|---|---|---|---|---|---|---|---|
| 000-099 | 123 | | 80 | 1 | | 4 | | 208 | |
| 100-129 140-149 160-199 | 743 | 6 | 138 | | | 15 | | 902 | |
| 130-139 150-159 | 908 | 7 | 421 | 1 | | 28 | | 1365 | |
| 200-299 | 2197 | 22 | 284 | 1 | | 14 | | 2518 | |
| 300-369 380-399 | 2731 | 32 | 360 | 1 | | 23 | | 3147 | |
| 370-379 | 1461 | 4 | | 31 | 2277 | 46 | | 3819 | |
| 400-499 | 297 | | 85 | | | 7 | | 389 | |
| 500-599 | 1300 | 3 | 202 | 7 | | 16 | | 1528 | |
| 600-699 | 873 | 2 | 208 | | | 9 | | 1092 | |
| 700-779 | 845 | 3 | 69 | | | 13 | | 930 | |
| 780-789 | 1296 | 5 | 203 | 1 | | 21 | | 1526 | |
| 790-799 | 599 | 17 | 104 | 7 | | 4 | | 731 | |
| 800-829 | 3436 | 83 | 816 | 10 | | 32 | | 4377 | |
| 830-899 | 1341 | 2 | 152 | | | 9 | | 1504 | |
| 900-929 | 797 | | 92 | 1 | | 16 | | 906 | |
| 930-949 | 721 | | 67 | | | 11 | | 799 | |
| 950-969 980-999 | 677 | | 67 | | | 3 | | 747 | |
| 970-979 | 728 | | 152 | | | 31 | | 911 | |
| TOTAL | 21,073 | 186 | 3500 | 61 | 2277* | 302 | | 27,399 | 25,258** |

*During summer sessions the education books, 370-379, were circulated for one day only.

**No record is kept of the reserve books by class number. They are loaned for one hour and overnight.

***Vacation periods include the days between semesters and other school vacation days when the library is open for service. During these periods it is not open in the evenings, nor on Sundays. It was closed 34 days (Vacation Sundays, holidays, Faculty Retreat)

DAYS OPEN FOR SERVICE 331

During regular sessions 235
" summer sessions 59
" vacation periods 37***

Pamphlets loaned 283
Periodicals loaned 866

CIRCULATION (Continued)

INTERLIBRARY LOANS
July 1, 1954 - June 30, 1955

| LIBRARY | BORROWED | LOANED | UNABLE TO LOAN | UNABLE TO BORROW |
|---|---|---|---|---|
| California State | 2 | | | 1 |
| University of California, Berkeley | 2 | | | 2 |
| University of California, Los Angeles | 5 | 1 | | 5 |
| University of California, Riverside | | 1 | | |
| Carnegie Free Library, Ogden | | 1 | | |
| University of Chicago | | | | 2 |
| Chico State | | | 1 | |
| College of Medical Evangelists, Loma Linda | 1 | | | |
| Columbia Universkty Teachers College | | | | 2 |
| Drew University | 1 | | | |
| Fresno State | | 1 | | |
| Honnold Library, Claremont | 4 | | | |
| Library of Congress | | | | 2 |
| Los Angeles Public | 6* | | | |
| University of Michigan | 1 | | | |
| University of Minnesota | | 1 | | 1 |
| New Mexico Highlands University | | 1 | 1 | |
| University of Oregon | 2 | | | |
| University of Pennsylvania | 1 | | | 1 |
| Sacramento State | | 1 | | |
| San Francisco State | 1 | | | |
| University of Southern California | 3 | 1 | | 1 |
| Stanford | 1 | | | |
| U.S. Dept. of Health, Education and Welfare | 1 | | | |
| University of Texas | 2 | | | |
| Whittier College | 1 | | | |
| TOTAL | 34 | 8 | 2 | 17 |

* 4 of these were complete musical scores

CIRCULATION (Continued)

AUDIO-VISUAL SERVICES
July 1, 1954 - June 30, 1955

This report includes statistics for the Audio-Visual program as administered by the Library. Some departments have retained some of their slides, movie films and equipment. The use of such is not included in this report. For the number of framed pictures, movies, recordings, slides, et cetera, in the Library see "Appended sheet no. 5. COLLECTION BY TYPE--MISCELLANEOUS".

Circulation For Outside Use

EQUIPMENT:

| | |
|---|---|
| Filmstrip Projector (SVE Instructor) | 14 |
| Movie Camera (Bell & Howell) | 3 |
| (Does not include Public Relations Office use) | |
| Movie Projector (Bell & Howell) | 258 |
| Opaque Projector (Bausch & Lomb) | 6 |
| Phonograph (Newcomb) | 36 |
| Screens | 193 |
| Slide Projector, 2" x 2" (Eastman) | 29 |

FILMS:

| | |
|---|---|
| Filmstrips | 21 |
| Movie (Rentals) | 144 |
| " (U. of R.) | 105 |

PICTURES:

| | |
|---|---|
| Framed for Students' Rooms | 25 |
| Mounted | 170 |

| | |
|---|---|
| RECORDINGS | 294 |
| SLIDES | 1063 |

ANALYSIS OF STATISTICS

| USERS OF AUDIO-VISUAL MATERIALS | FILM SHOWINGS | RENTALS | U. OF R. FILMS | U. OF R. FILMSTRIPS | FILMS REQUESTED NOT RECEIVED | SHOWINGS CANCELLED |
|---|---|---|---|---|---|---|
| Psychology | 54 | 4 | 58 | | | 2 |
| Science | 36 | 21 | 26 | | 5 | 4 |
| Home Science | 14 | 12 | | | | |
| Physical Educ. | 42 | 7 | 4 | 19 | | 2 |
| Humanities | 3 | | | | | |
| History, Gov't. Econ. | 2 | | | | 1 | |
| Art | 14 | 3 | 5 | | 2 | |
| Music | 4 | 3 | | | | |
| Language & Lit. | 2 | | 1 | | | |
| Education | 110 | 92 | 9 | 2 | 1 | 2 |
| Public Relations | | | | | | 2 |
| Student Organizations | 5 | | | | | 2 |
| Other | 10 | 2 | 2 | | | 3 |
| Speech | 6 | | | | | |
| Total for year | 302 | 144 | 105 | 21 | 9 | 17 |

## A. COLLECTION BY TYPE

| 1. BOOKS | | 2. PAMPHLETS (Unaccessioned) | | | |
|---|---|---|---|---|---|
| *Reference | 5,628 | Information file | 13,581 | **Pictures (Framed) | 74 |
| *General collection | 64,595 | *Reference | 1,555 | Pictures (Mounted) | 2,136 |
| Bound pdls | 16,782 | *General (Classified) | 13,577 | Recordings | 180 |
| Fed'l docs | 6,886 | Fed'l docs | 40,046 | Long play | 33 |
| Calif. docs | 589 | Calif. docs | 4,170 | Others | 147 |
| Microfilm rolls | 104 | | | Slides | 1,463 |
| Total on hand | 94,584 | Total on hand | 72,929 | Movie films | 52 |
| | | | | Filmstrips | 43 |

## B. Books

| | | | |
|---|---|---|---|
| Total volumes accessioned to July 1, 1954 | | 105,577 | |
| Books added by gift | 804 | | |
| Books added by purchase | 1,525 | | |
| Bound periodicals added | 967 | | |
| Government documents added | 275 | | |
| Withdrawn volumes returned | 15 | | |
| Theses added | 25 | | |
| Total added during year | | 3,611 | |
| Total volumes accessioned to July 1, 1955 | | 109,188 | |
| Total volumes withdrawn to July 1, 1954 | 13,745 | | |
| Total volumes withdrawn during the year | 963 | | |
| Total volumes withdrawn to July 1, 1955 | | 14,708 | |
| Total volumes on hand, June 30, 1955 | | | 94,480 |
| Microfilm rolls on hand, June 30, 1955 | | | 104 |
| TOTAL VOLUMES AND MICROFILM ROLLS ON HAND, JUNE 30, 1955 | | | 94,584 |

## C. PAMPHLETS (Unaccessioned)

| | | | | |
|---|---|---|---|---|
| Pamphlets on hand July 1, 1954 | | | 71,927 | |
| Number of pamphlets added: | | | | |
| Information file: General | 740 | | | |
| Information file: Fed. docs | 61 | | | |
| Information file: Calif. docs | 0 | 801 | | |
| *Reference (Classified) | | 2 | | |
| *General collection (Classified) | | 403 | | |
| Federal documents (Classified) | | 1,556 | | |
| Calif. documents (Classified) | | 27 | | |
| Total added during the year | | | 2,789 | 74,716 |
| Number of pamphlets withdrawn: | | | | |
| Information file: General | 203 | | | |
| Information file: Fed'l docs | 17 | | | |
| Information file: Calif. docs | 0 | [illegible] | | |
| Total withdrawn | | 220 | | |
| *Reference (Classified) | | 12 | | |
| *General collection (Classified) | | 3 | | |
| Federal documents (Classified) | | 1,522 | | |
| California documents (Classified) | | 30 | | |
| Total withdrawn during the year | | | | 1,787 |
| TOTAL NUMBER ON HAND, JUNE 30, 1955 | | | | 72,929 |

## D. PERIODICALS (currently received)

| | By subscription | By gift | *** Government | Total |
|---|---|---|---|---|
| Magazines | 547 | 26 | 145 | 718 |
| Newspapers | 6 | 1 | | 7 |

*Includes MacNair

**Art masterpieces, framed for rental

***Includes only government serials treated in the library as "periodicals"

## LIBRARY ACQUISITIONS (Continued)

### CLASSIFICATION & CATALOGING
July 1, 1954 - June 30, 1955

A. Number Added in Each Class

| Class no. | Name of Class | Gov't. docs. | Ref. | General | Total |
|---|---|---|---|---|---|
| 000 | General works, encyclopedias, etc. | 5 | 96 | 87 | 188 |
| 100 | Philosophy, psychology, ethics.... | 1 | 0 | 81 | 82 |
| 200 | Religion, Bible, etc..... | 0 | 6 | 68 | 74 |
| 300 | Sociology, economics, education... | 106 | 63 | 628 | 797 |
| 400 | Philology..... | 1 | 7 | 13 | 21 |
| 500 | Science..... | 23 | 13 | 142 | 178 |
| 600 | Useful arts..... | 16 | 6 | 83 | 105 |
| 700 | Fine arts..... | 0 | 12 | 593 | 605 |
| 800 | Literature..... | 2 | 8 | 262 | 272 |
| 900 | History, travel, biography, etc... | 4 | 27 | 177 | 208 |
| | Totals..... | 158 | 238 | 2,134 | 2,530 |
| B. Pamphlets Cataloged (unaccessioned).... | | 23 | 2 | 84 | 109 |
| C. Books Re-cataloged..... | | 19 | | 208 | 227 |
| | Totals..... | 200 | 240 | 2,426 | 2,866 |

D. Periodicals cataloged..... 45

E. Audio-visual

Recordings cataloged..... 9

Slides cataloged..... 97

Films cataloged..... 1

Filmstrips cataloged..... 0

F. Microfilm rolls..... 77

Total of titles classified and cataloged during the year. 3,095

## LIBRARY ACQUISITIONS (continued)

### GOVERNMENT PUBLICATIONS
July 1, 1954 - June 30, 1955

Total no. of items received during the year..... 4,631
No. of periodical titles currently received (Included above) 145
No. of publications withdrawn during year..... 1,559

* * * * * * * * * *

ACCESSIONED: (Exclusive of periodicals)

Federal
On hand July 1, 1954..... 6,743
Accessioned during the year 264
Total.....7,007

*Withdrawn during the year.....4
Total on hand June 30, 1955.....7,003

California
On hand July 1, 1954..... 581
Accessioned during the year 11
Total..... 592

Withdrawn during the year.....3
Total on hand June 30, 1955.... 589
TOTAL ACCESSIONED FED'L. AND CALIF. PUBL. ON HAND, JUNE30.'55 7592

* * * * * * * * * *

UNACCESSIONED (CLASSIFIED):

Federal
On hand July 1, 1954.....40,012
Added by document checking
during the year..... 1,556
Total.....41,568

Withdrawn
*By Catalog Dept..... 618
Discarded because superceded312
For binding..... 592
Total..... 1,522
Total on hand June 30, 1955.....40,046

California
On hand July 1, 1954..... 4,173
Added by document checking 27
Total.....4,200

Withdrawn
By Catalog Dept..... 27
Discarded because superceded 3
For binding..... -
Total..... 30
Total on hand July 30, 1955.....4,170
TOTAL UNACCESSIONED FED'L AND CALIF.PUBL. ON HAND, JUNE 30,'55..44,216

GRAND TOTAL OF FED'L. AND CALIF. PUBL. ON HAND JUNE 30, 1955.....51,808

* These were non-depository documents which were obsolete, or had little or no value for the patrons of this college.

LIBRARY ACQUISITIONS (continued)

GOVERNMENT PUBLICATIONS
July 1, 1954 - June 30, 1955

Total No. of items received during the year..... 4,551
No. of periodical titles currently received (included above) 145
No. of publications withdrawn during year..... 1,255

* * * * * * * * * *

ACCESSIONS: (Summary of periodicals)

Received

On hand July 1, 1954..... 6,702
Accessioned during the year 345
Total..... 7,047

*Withdrawn during the year..... 4
Total on hand June 30, 1955..... 7,043

California

On hand July 1, 1954..... 401
Accessioned during the year 11
Total..... 412

Withdrawn during the year..... 3
Total on hand June 30, 1955..... 409

TOTAL ACCESSIONED REGL. AND CALIF. PUBL. ON HAND, JUNE 30, '55 Years
* * * * * * * * * *

DISCARDED BOOKS (CHECKLISTED):

General

On hand July 1, 1954..... 20,112
Added by document checking during the year..... 1,440
Total..... 21,552

Withdrawn

*By Catalog Dept..... 312
Discarded because superceded 2
For binding..... 306
Total..... 1,522
Total on hand June 30, 1955..... 20,030

California

On hand July 1, 1954..... 6,112
Added by document checking 27
Total..... 6,139

Withdrawn

By Catalog Dept..... 27
Discarded because superceded 3
For binding..... 5
Total..... 35
Total on hand July 30, 1955..... 6,104

TOTAL DISCARDED REGL. AND CALIF.PUBL. ON HAND, JUNE 30,'55..26,134

GRAND TOTAL OF REGL. AND CALIF. PUBL. ON HAND JUNE 30, 1955..... 33,209

* Those were non-depository documents which were accessioned

ACQUISITIONS (continued)

GIFTS
July 1, 1954 - June 30, 1955

| NAME | BOOKS | FILMS | PAMPHLETS | PERIODICALS | RECORDINGS | SLIDES |
|---|---|---|---|---|---|---|
| Adams, Professor Donald K. | 1 | | | | | |
| Armacost, Dr. George H. | 2 | | | | | |
| Childears, Lucille | 1 | | | | | |
| Clark, Mrs. Margaret | 1 | | | | | |
| Beaman, Professor Richard | | | | | | 147 |
| Cunningham, Mrs. F. A. | 1 | | | | | |
| Dole. Mrs. Kenneth L. | 2 | | | | | |
| Gabby, Miss Geraldine | | | 15 | | | |
| Gustlin, Mr. Clarence | | | 50 | 10 | | |
| Haller, Miss Ruth | 2 | | | | | |
| Hill, Miss Edith A. | | | | 23 | | |
| Jones, H. Lloyd | 1 | | | | | |
| Kennedy, Phillip C. | 1 | | | | | |
| Kyle, Mrs. James | 48 | | | | | |
| La Claustra, Vera | 1 | | | | | |
| McCamey, James | 1 | | | | | |
| Manning, Mr. Mark E. | 2 | | | | | |
| Martin, Mr. and Mrs. M. Lee | 15 | | | | | |
| Martinsen, Mr. Burnell | 11 | | | | | |
| Mattingly, Dr. Carolone | 1 | | | | | |
| Muller, Rev. John H. | 1 | | | | | |
| Osborn, Mr. Merton B. | 1 | | | | | |
| Palmer, Richard E. | 2 | | | | | |
| Redlands, Univ., Sch. of Music | 98 | | | | | |
| Redlands in Hawaii | 1 | | | | | |
| Sargent, Mrs. Ruth E. | 19 | | | | | |
| Shirayama, Dr. Genzaburo, President Kanto Gakuin Univ. Yokohama, Japan | | | | | | 97 |
| Smith, Richard | 2 | | | | | |
| Spelman, Dr. Leslie | 1 | | | | | |
| Titus, Charles Hickman | 2 | | | | | |
| Tomlinson, William W. | 1 | | | | | |
| Turney, Mr. Francis | 85 | | | | | |
| Wallis, Charles L. | 1 | | | | | |
| Yen, Paul | 7 | | | | | |
| York, Esther B. | 1 | | | | | |
| Miscellaneous corporations, foundations societies, et cetera | 42 | | 5 | | | |
| Total gifts rec'd. 1954-55 | 355 | 0 | 70 | 33 | | 244 |

MONETARY GIFTS

| | |
|---|---|
| Elmer M. Chadsey '36 (For purchase of Chemistry books) | $ 50.00 |
| Elizabeth Hutchins Riggs, '25 (Applied on equipment) | 100.00 |
| Julia Kathryn Davis - by will in memory of her husband, A. Leaman Davis (Voted by Trustees to add to endowment fund) | 5,000.00 |